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MISSISSIPPI



Department of Corrections

FY 91 ANNUAL REPORT



STATE OF MISSISSIPPI
DEPARTMENT OF CORRECTIONS
RAY MABUS
GOVERNOR

June 30, 1991

Honorable Ray Mabus
Governor of Mississippi
Honorable Members of the Legislature

Dear Governor Mabus and Members of the Legislature:

The Mississippi Department of Corrections respectfully submits its annual report for fiscal year 1991. This report provides you, other agencies, and interested private individuals with information regarding the achievements and activities of the Mississippi Department of Corrections as it fulfills its statutory responsibilities to the executive, judicial, and legislative branches.

Although, an offender did breach a unit parameter, we are proud that this inmate was recaptured within two miles of the institution and was returned to custody within four hours of his departure. We are proud of this because we have now seen twenty four (24) months without a truly successful escape from a major institution, which is an all time record. The Mississippi Department of Corrections has succeeded in having the Gates V. Collier Case placed on the inactive docket. We have opened a 1,000 bed special management unit at Parchman, which is allowing our staff to have better control of the system. Several other innovations have occurred including the development and implementation of the new population projection model, the initiation of the new prison industries program, and the opening of a female Community Work Center in Rankin County.

We hope to continue, within available resources, our effort to provide the best of modern practices in our correctional system.

Please contact me if you have questions regarding the information provided herein.

Sincerely,

Lee Roy Black
Lee Roy Black, Ph.D.
Commissioner

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MISSISSIPPI DEPARTMENT OF CORRECTIONS

STATUTORY AUTHORITY

Mission/Policy Statement

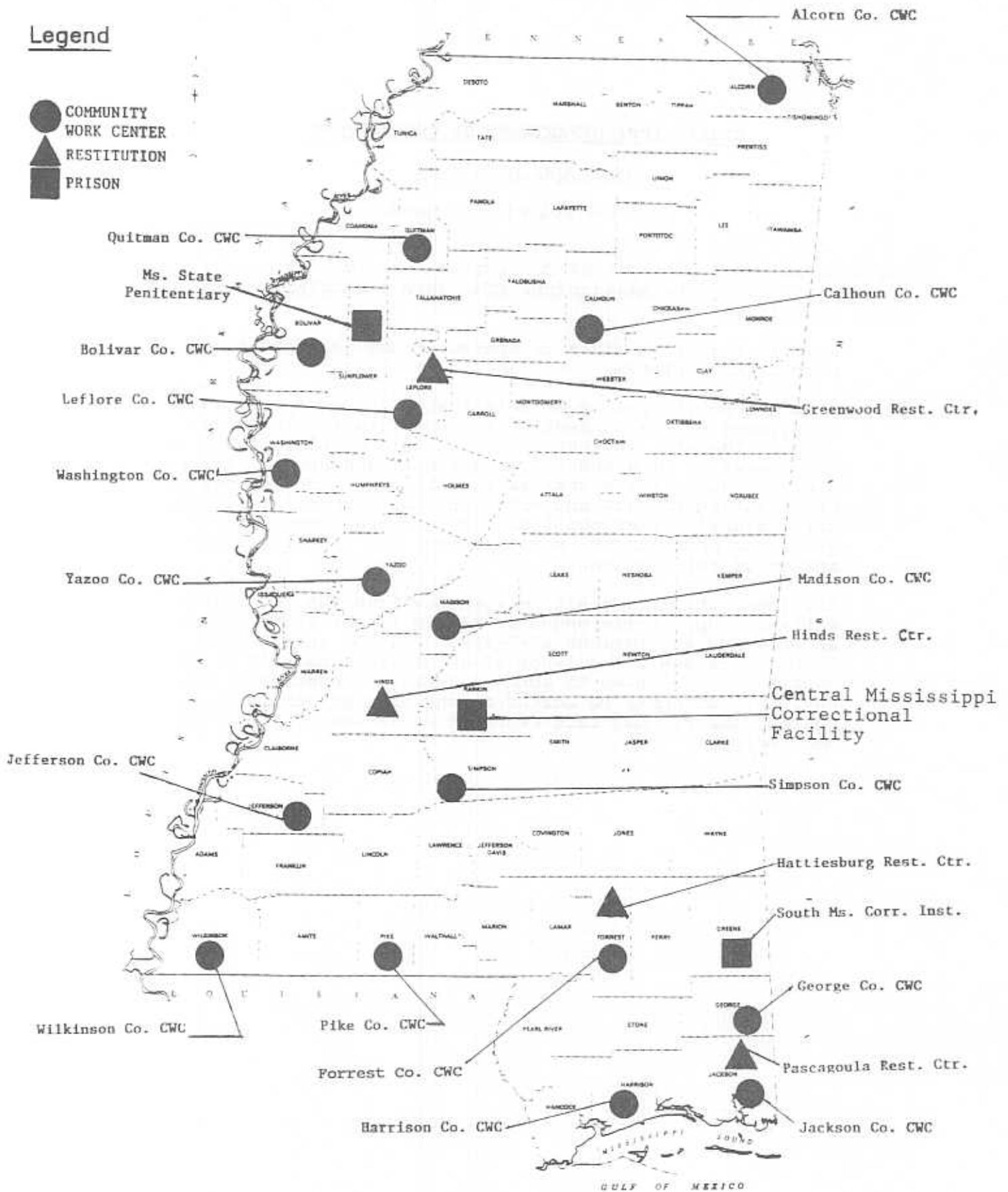
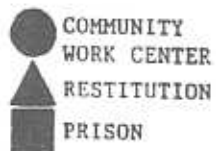
The Mississippi Department of Corrections receives authority from chapter 47-5-1 of the Mississippi Code 1972 Annotated, which reads as follows:

47-5-1. Policy of state in operation and management of correctional system.

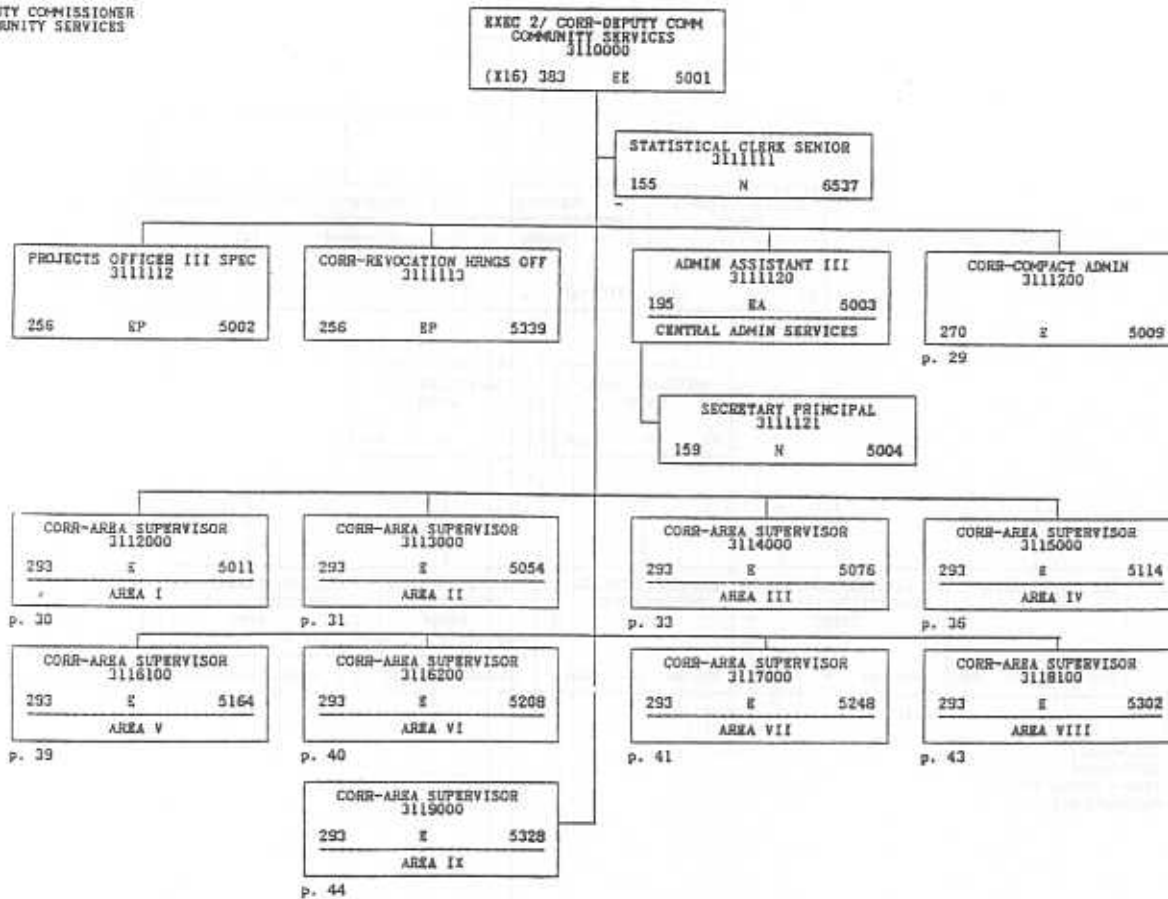
It shall be the policy of this state, in the operation and management of the correctional system, to so manage and conduct the same in that manner as will be consistent with the operation of a modern correctional system and with the view of making the system self sustaining. Those convicted of violating the law and sentenced to a term in the state correctional system shall have humane treatment, and be given the opportunity, encouragement and training in the manner of reformation.

All institutioners shall be worked within the institution walls and upon farms owned or leased by the state, except as provided in sections 47-5-129, 47-5-131 and 47-5-161. In no event shall the labor of an offender be sold to any contractor or lessee to work on farms, or elsewhere, nor shall any offender be worked on any farm or otherwise, upon shares, except such farm be owned or leased by the state of Mississippi.

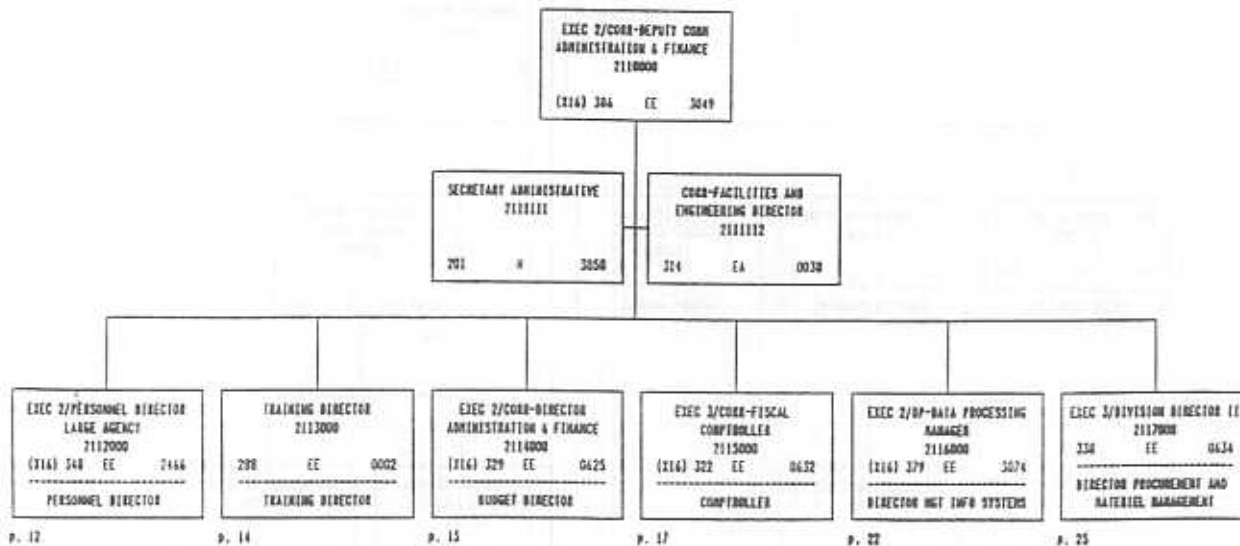
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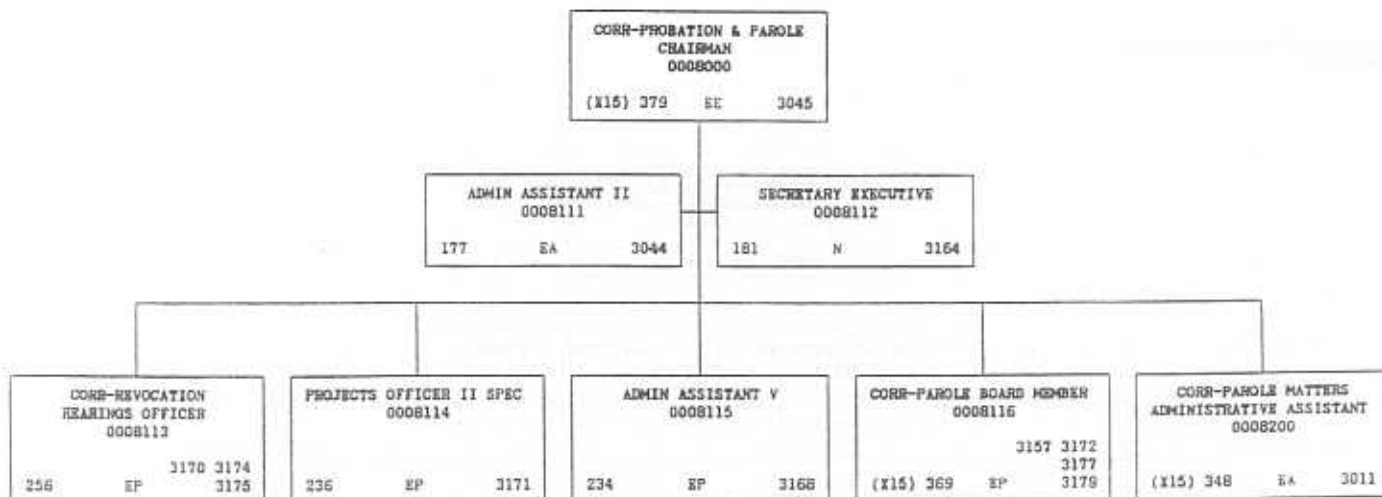


DEPUTY COMMISSIONER
COMMUNITY SERVICES



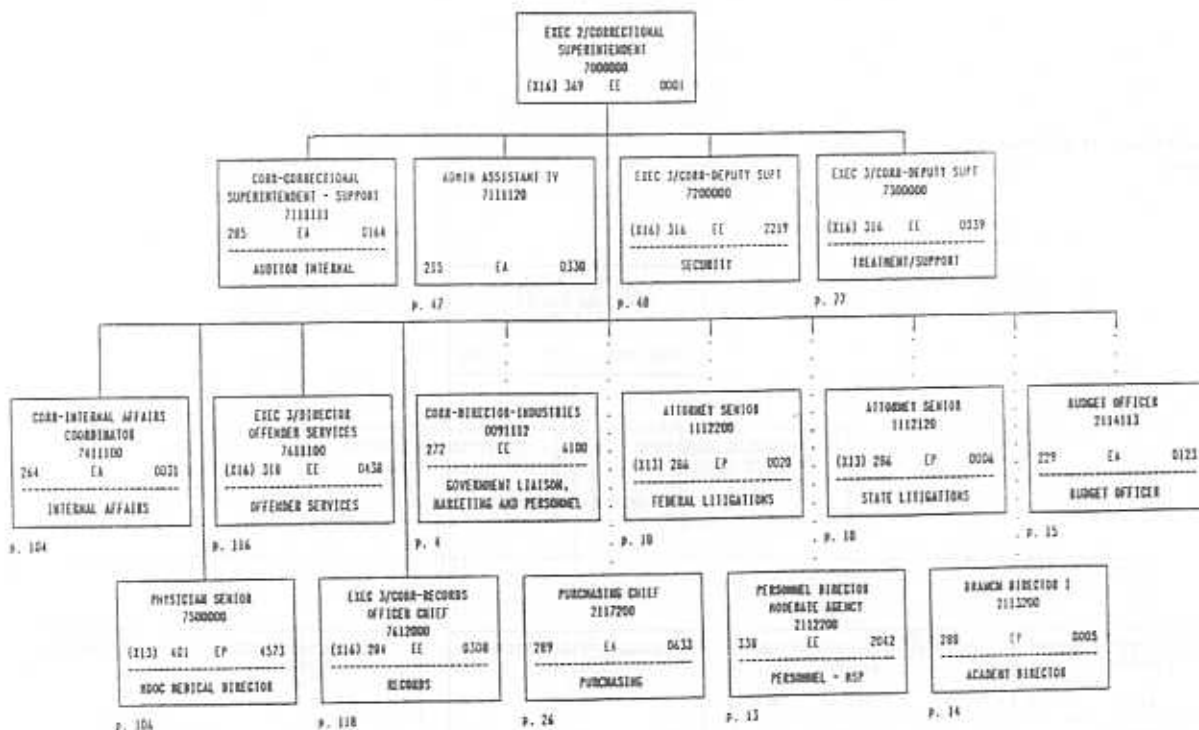
DEPUTY COMMISSIONER
ADMINISTRATION AND FINANCE



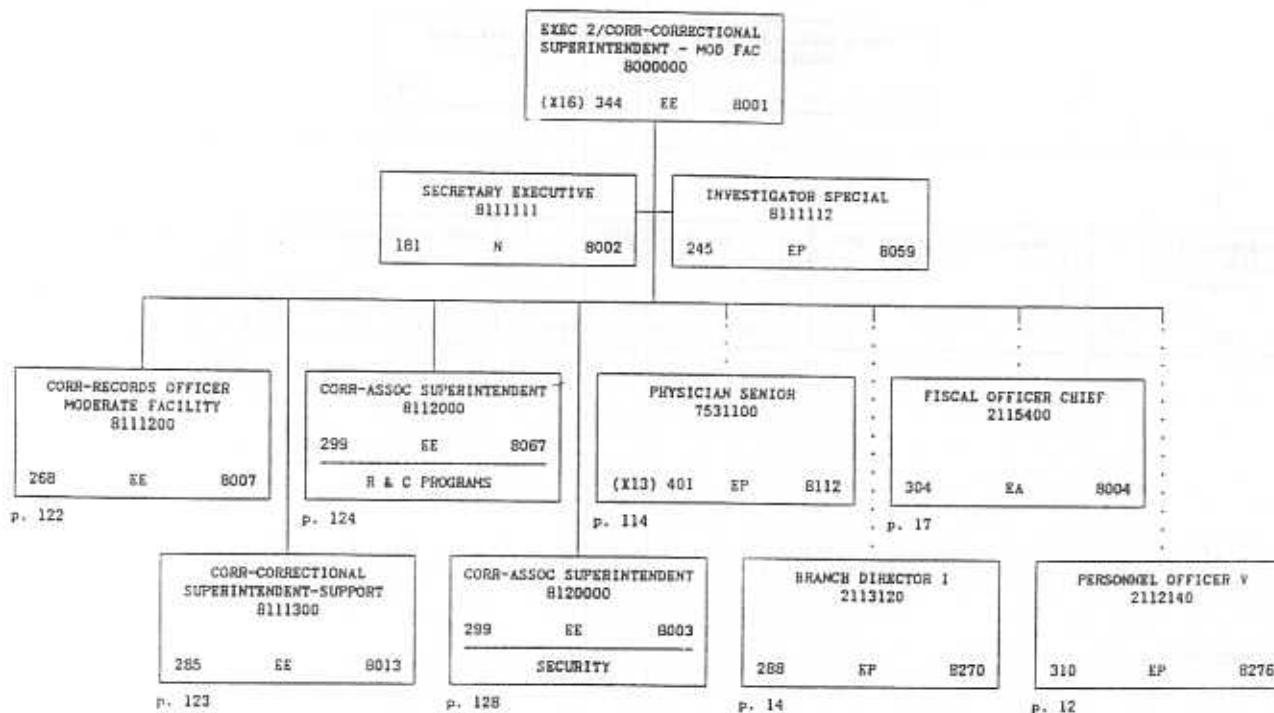


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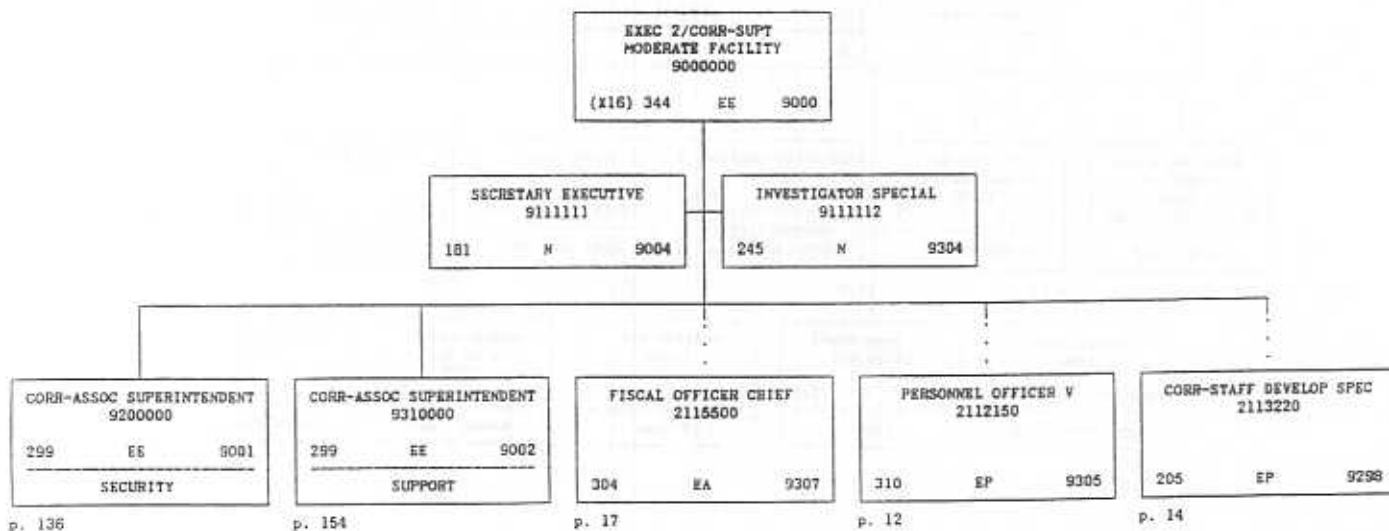
MISSISSIPPI STATE PENITENTIARY
SUPERINTENDENT



CENTRAL MS CORRECTIONAL FACILITY
SUPERINTENDENT



SOUTH MS CORRECTIONAL INSTITUTION
SUPERINTENDENT



BIOGRAPHICAL SKETCHES

AGENCY EXECUTIVE STAFF

Commissioner, Lee Roy Black Ph.D.

Dr. Lee Roy Black, Commissioner of the Mississippi Department of Corrections since January 1989, is a native of Oakland, Mississippi. He attended undergraduate school at Roosevelt University, Chicago and was a National Program In Educational Leadership Fellow at Ohio State University in Columbus. In 1976 he received a doctoral degree in Criminal Justice Administration and Correctional Education.

Dr. Black was the state of Missouri's Director of the Department of Corrections and Human Resources from 1981 to 1985. He later served as an associate professor in criminal justice and vocational education at California State University at Long Beach, a position he held before becoming Commissioner in Mississippi.

He served six years on the Board of Governors of the American Correctional Association and was the Convener and first President of the Midwest Association of Corrections Administrators. He was the Co-Convener with the US Department of Justice of a five state consortium on prison industries in Kansas City, Missouri in 1985.

Dr. Black is the Guest Editor of the August 1990 issue of the Journal of Contemporary Criminal Justice. He is the author of a number of articles which have appeared in national publications.

Administrative Assistant Edna Caul

Edna J. Caul, a native of Jackson, Mississippi, has a B.A. degree from Jackson State University. She has held positions in public service for over ten years. Prior to coming to the Department of Corrections in April 1990, she served as investigator for a state regulatory agency. She has been a supervisor in a federal vocational training program and is a former instructor in business subjects.

**Deputy Director,
Willie Simmons**

Mr. Simmons, a native of Utica, Mississippi, has been employed with the Mississippi Department of Corrections since 1975. During this tenure, Mr. Simmons has held several positions which include: Director of the Therapeutic Pre-Release Program, Supervisor of the Job Placement Program, and Acting Assistant Director of Offender Services.

Mr. Simmons' contributions to the Mississippi correctional system are numerous, to include: Securing federal grants of five million dollars for the Job Placement Program and two million dollars for hiring Correctional Officer Trainees; serving as editor and co-author of the Community Guidance Tape produced by Mississippi Educational Television; developing the first set of Standard Operating Procedures for the MDOC Department of Offender Services; coordinating the Agency efforts to reduce the CWC vacancy rate to less than three percent; and coordinating the transfer of offenders from county jails to ensure compliance with the Gates -vs- Collier settlement.

Mr. Simmons holds a Bachelor of Science degree from Alcorn State University and an Ed.S. in Guidance Counseling/Administration from Delta State University. He is a member of: Mississippi Association of Professionals in Corrections, Southern States Correctional Association, and the American Correctional Association.

Mr. Simmons assumed the position of Deputy Director in June of 1990.

**Deputy Commissioner
Dallas Brown**

Dallas Brown, Deputy Commissioner for Administration and Finance since May 1989, is a native of New Madrid County, Missouri. He holds a Bachelor of Arts in accounting from Delta State University.

Dallas Brown has worked in the Department of Corrections since June 1973. He has served in several capacities during his tenure with MDOC, including Accountant/Auditor, Grants Manager, and Fiscal Affairs Director. These duties, and others not mentioned, have provided Mr. Brown with a comprehensive knowledge of the fiscal needs and practices of the Mississippi correctional system.

Mr. Brown holds memberships in American Correctional Association, Southern States Correctional Association, Mississippi Association of Professionals in Corrections, and is a Trustee for the State Workers' Compensation Board.

**Deputy Commissioner
John Grubbs**

John Grubbs, Deputy Commissioner of Community Services since March 1985, is a native of Magee, Mississippi. He holds a Psychology Degree from the University of Southern Mississippi.

Mr. Grubbs served with the Mississippi Department of Youth Services from 1970 to 1980. His ending position was Assistant Superintendent. He began working with the Mississippi Department of Corrections in 1980.

Deputy Commissioner Grubbs is active in the Mississippi Association of Professionals in Corrections, American Correctional Association, and the American Probation and Parole Association.

**Superintendent
Steven W. Puckett**

Steve Puckett, Superintendent of the Mississippi State Penitentiary since 1988, is a native of Louisville, Mississippi. He possesses a Bachelor of Science in Criminal Justice from Delta State University, Cleveland Mississippi.

From 1974 to 1977, Mr. Puckett was involved in local law enforcement in Mississippi. Mr. Puckett began serving with the Mississippi Department of Corrections in 1980. He has worked in differing capacities at the Mississippi State Penitentiary and in the Community Services Division. These positions were in Security, Investigation, Treatment, and as Director of the Pascagoula Restitution Center.

Superintendent Puckett is active in the American Correctional Association, Southern States Correctional Association, Mississippi Law Enforcement Officers Association, Central Warden/Superintendent Association, and North American Warden Association.

**Superintendent
Lake O. Lindsey**

Lake O. Lindsey, Superintendent of the Central Mississippi Correctional Facility since May 1990, is a native of Sunflower County, Mississippi. He holds a Bachelor of Science Degree from Delta State University.

Superintendent Lindsey was first employed by the Mississippi Department of Corrections in 1981 as a Correctional Officer. Before being hired as Superintendent, he served as Case Manager, CWC Director, Assistant Director of Offender Services, and Associate Superintendent at the Mississippi State Penitentiary.

**Superintendent
Donald A. Cabana**

Donald A. Cabana, Superintendent of the South Mississippi Correctional Institution since 1988, is a native of Massachusetts. He possesses a Bachelor of Science degree in Criminology from Northeastern University in Massachusetts and a Masters of Science degree in Correctional Administration from the University of Southern Mississippi in Hattiesburg.

After serving as a Correctional Officer for four years, and as a Parole and Probation Officer for three years, Mr. Cabana assumed the position of Restitution Center Director in Pascagoula, Mississippi during 1977.

In 1978 he became employed with the Florida Department of Corrections as a Deputy Warden, and later as Director of Corrections for Alachua County. In 1981 he began serving as a Deputy Warden and then as a Warden with the Missouri Department of Corrections.

In 1984 he returned to the Mississippi State Penitentiary as Superintendent. From January 1987 to July 1987 Mr. Cabana also served as Acting Commissioner of the Mississippi Department of Corrections.

DEPUTY DIRECTOR'S OFFICE

The Deputy Director, Willie Simmons, directly supervises three divisions of the agency; those being The Division of Plans and Programs, the Office of the General Counsel, and The Division of Public Information. The Deputy Director is also responsible for coordinating the agency wide policies and procedures relating to Records and Classification; and for coordinating the management of the inmate population as it relates to jails, CWC's, and the Federal court order.

Fiscal year 1991 has seen many positive developments within these three divisions. The Division of Plans and Programs is nearing completion, and will soon enter the maintenance phase, of the Policy Updating Project. Furthermore, Planning has implemented a new Population Projection Model capable of forecasting the system's population ten years into the future.

The Office of the General Counsel has been instrumental in having the Gates -vs- Collier order placed on an inactive docket and has proven itself highly successful in defending the agency against litigation.

The Division of Public Information has been active in promoting the positive attributes of the MDOC. Taking a proactive stance has aided the agency in maintaining a positive public perception of the Mississippi Department of Corrections.

During FY 92, the Deputy Director's office will continue to serve as a support system to the Administration and Department. Specific goals include:

1. Establishment of a half-way back program with emphasis on pre-release services, substance abuse treatment,

and work programs for the participants;

2. Reduction in the number of "walkaways" from CWC units;
3. Development of a stronger public relations campaign;
4. Implementation of a preventive legal training program; and
5. Continuance in compliance with the federal court order settlement.

PLANS AND PROGRAMS DIVISION

During FY 91, the Plans and Programs Division, under the direction of Dr. Joseph D. Cooke, was able to accomplish many of its goals. One of the most important was securing a grant from NIC to develop a Population Projection Model. The National Council on Crime and Delinquency (NCCD) developed a model for projecting prison populations for the state of Mississippi. The model can project size and demographic changes for the entire prison population and for specific groups within that population for up to ten years. An official projection for Mississippi's prison population will be produced in early FY 92. Mississippi is one of the few states in the nation to have this innovative program.

During FY 91, 74 policies and procedures were developed or revised and distributed throughout the agency by the Plans and Programs Division.

In early FY 91, the Plans and Programs Division was involved with the Mississippi Emergency Management Agency (MEMA) and other state agency representatives in establishing an agency plan to ensure that MDOC facilities were prepared for an earthquake or other natural disaster.

The Mississippi Department of Corrections; through the Plans and Programs Division, in conjunction with Mississippi ETV; has participated in teleconferences which employ a satellite downlink to participate in various national symposiums. These teleconferences provide excellent information, training, and professional contacts for MDOC personnel; without the travel costs normally associated with such benefits.

LEGAL DEPARTMENT

The Legal Department is headed by the Honorable Roy A'. Perkins, the agency's General Counsel. The General Counsel supervises two staff attorneys, the Honorable Leonard Vincent and Honorable Jim Norris. The General Counsel is located at the MDOC Central Office in Jackson and the two staff attorneys are located at the Mississippi State Penitentiary.

The Legal Department provides legal assistance and representation to the agency including the State Parole Board. The agency's Legal Department, which handles numerous cases, enjoys a phenomenal success rate with its litigation efforts. This office has been instrumental in having the Gates -v- Collier Order placed on an inactive docket.

The Courtroom at the Old Administration Building at the Mississippi State Penitentiary has provided a significant monetary savings for the Mississippi Department of Corrections. It has helped to improve security and will eventually lower the court's caseload. The courtroom has been used for Justice of the Peace Court, Circuit Court, State Magistrate, Federal Magistrate, Federal Judges and administrative personnel hearings.

The Legal Department played a major role in developing and maintaining the Department's Legislative Package, which

resulted in the passage of several very significant bills. A summary of these bills is as follows:

House Bill 592.

Effective 7-1-91.

Signed 3-21-91.

The bill provides that any person, who is convicted of a sex offense on or after July 1, 1991, and who is sentenced to imprisonment in a state correctional facility, shall be tested for HIV and AIDS by the state Department of Health in conjunction with the Department of Corrections upon entering such facility. It provides that an offender who is confined for more than 90 days shall be tested for HIV or AIDS within 30 days before the date of such offender's release. The bill also provides that the results of any positive HIV or AIDS test shall be reported to the victim of the sex offense and to certain other persons.

House Bill 978.

Effective on passage.

Signed 3-21-91.

The bill provides that the state Department of Corrections shall notify the parole officer of the county where the offender is paroled or discharged to probation of any chronic mental disorder incurred by the offender, of any type of infectious disease for which the offender has been examined and treated, and any medications provided the offender for such conditions. It deletes the requirement that the Department's Director of Records send a copy of the primary medical and psychiatric records to certain parole officers.

House Bill 1072.

Effective 7-1-91.

Signed 3-20-91.

This bill requires any offender under the field supervision of the Department of Corrections to pay a monthly probation or parole fee. Community Services will be able to

collect a supervision fee from at least an additional 766 offenders as a result of the revised law.

The bill also removes the requirement that a court shall render a judgment for such payment unsatisfied for a period of 90 days. It clarifies that money assessed on felony crimes for the benefit of the crime victim goes into the Crime Victims' Compensation Fund. The \$20.00 fee that is collected from each offender that is supervised by the Department of Corrections is disbursed as follows:

- a) Ten dollars is credited to the Department of Corrections to be utilized for certain purposes;
- b) Three dollars of such payment is deposited into the Crime Victims' Compensation Fund;
- c) Two dollars is deposited into the Training Revolving Fund created pursuant to Section 47-7-51, Mississippi Code of 1972; and
- d) Five dollars is deposited in the State General Fund.

Senate Bill 2359.

Effective on passage.
Signed 3-15-91.

This bill provides for more than one classification committee for the Mississippi Department of Corrections.

Senate Bill 2655.

Effective on passage.
Signed 3-21-91.

This bill provides that any offender who is incarcerated in a state correctional facility may be required to participate in the Department of Corrections' Drug Identification Program.

Senate Bill 2656.

Effective on passage.
Signed 3-15-91.

This bill extends the repeal date of the Prison Overcrowding Emergency Powers Act for 2 years, from July 1, 1991, to July 1, 1993.

Senate Bill 2708.

Effective on passage.
Signed 3-15-91.

This bill requires the circuit clerks of the counties in this state to furnish the Mississippi Department of Corrections a copy of the probation order of any individual who is placed on probation under the supervision of the Division of Community Services of the Department.

Senate Bill 3113.

Effective on passage.
Signed 4-9-91.

This bill makes an additional appropriation in the amount of \$1,500,000 for the support and maintenance of the Mississippi Department of Corrections for Fiscal Year 1991.

Senate Bill 3136.

Effective 7-1-91.
Signed 4-1-91.

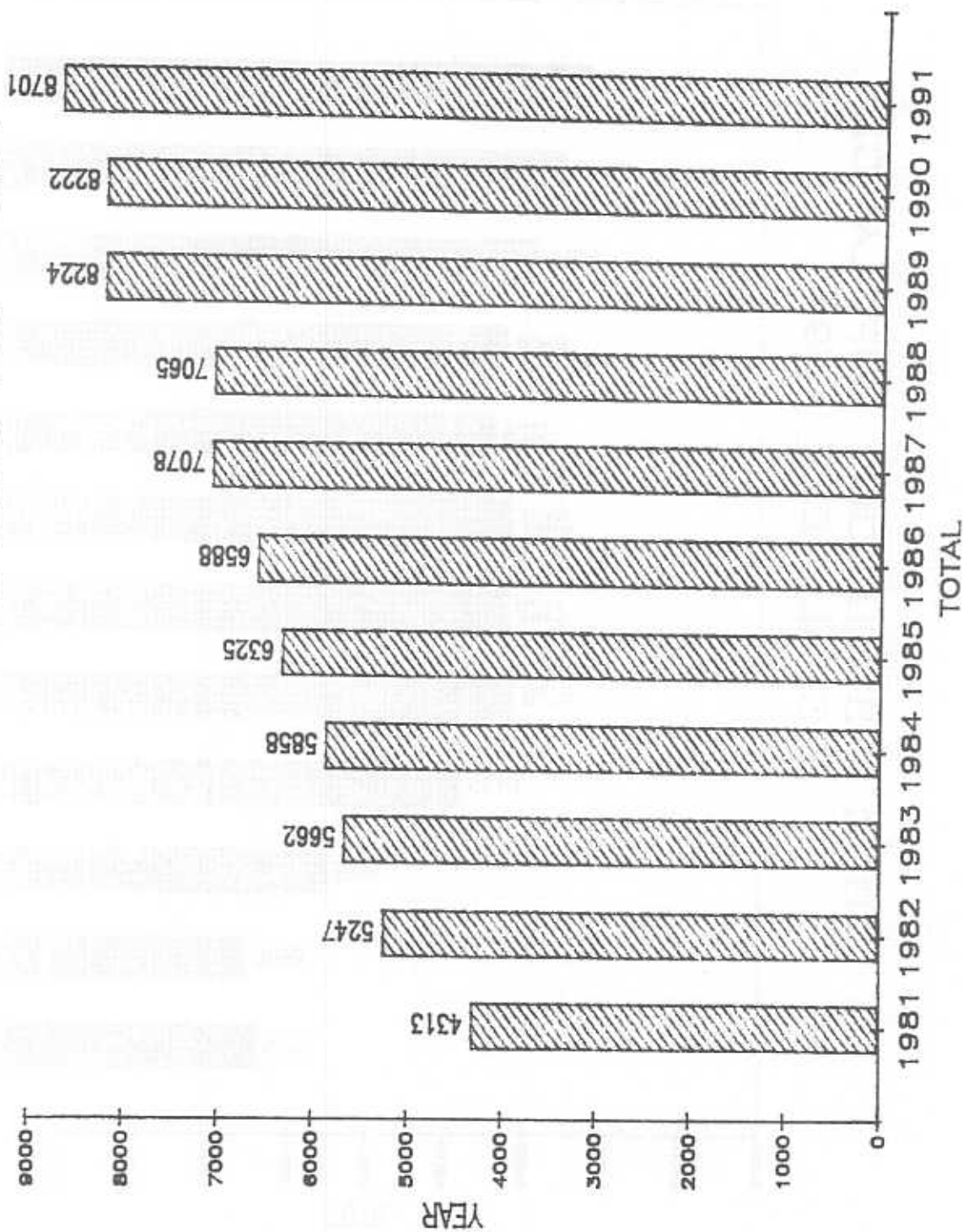
This bill appropriates \$3,537,874 to the Department of Corrections to pay the expenses of counties for holding state prisoners in county jails, for the period beginning July 1, 1991, and ending June 30, 1992.

Senate Bill 3139.

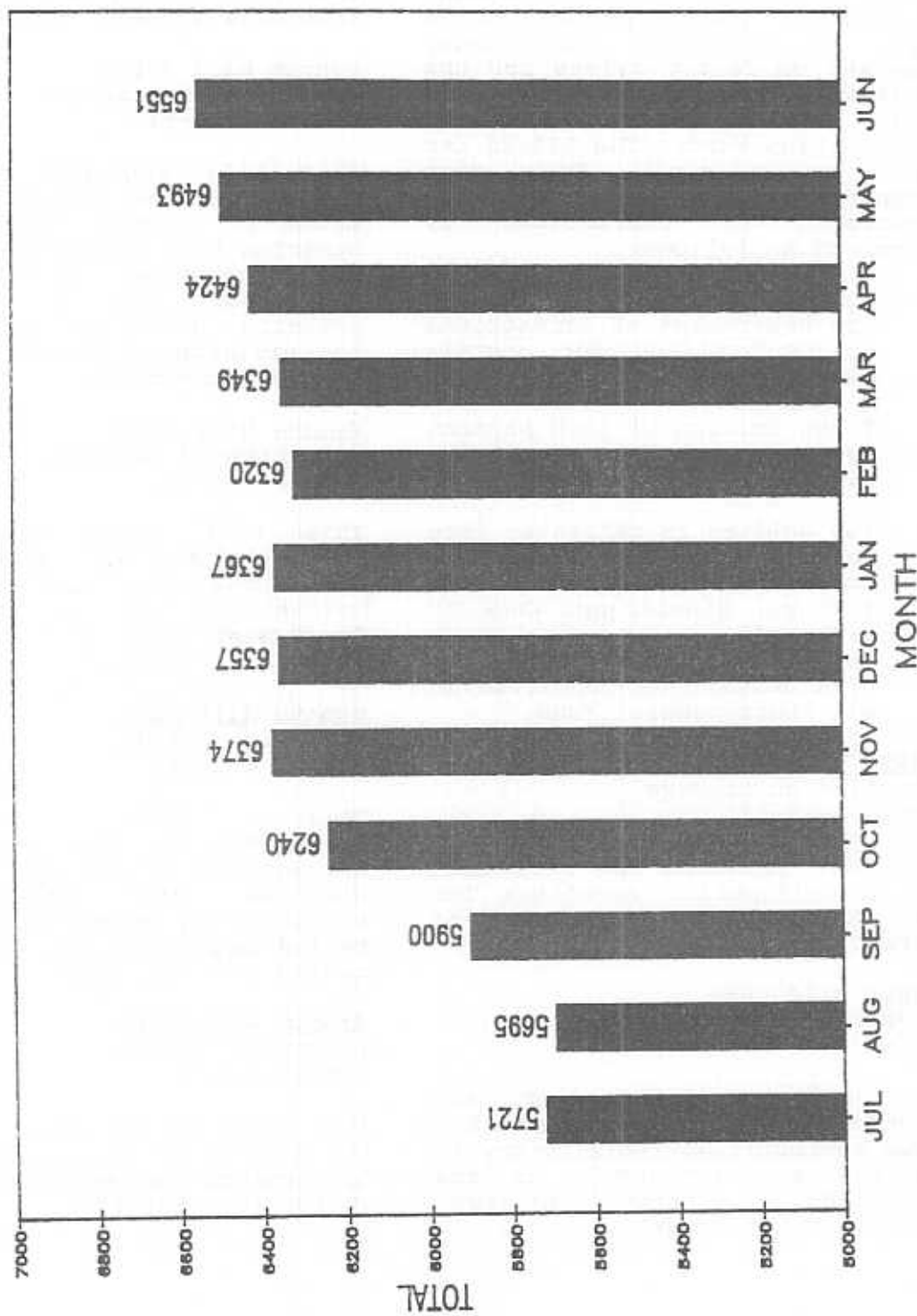
Effective 7-1-91.
Signed 4-9-91.

This bill is an appropriation in the amount of \$80,294,993 for the maintenance of the Department of Corrections for 1992.

INMATE POPULATIONS FOR THE FISCAL YEARS 1981 - 1991

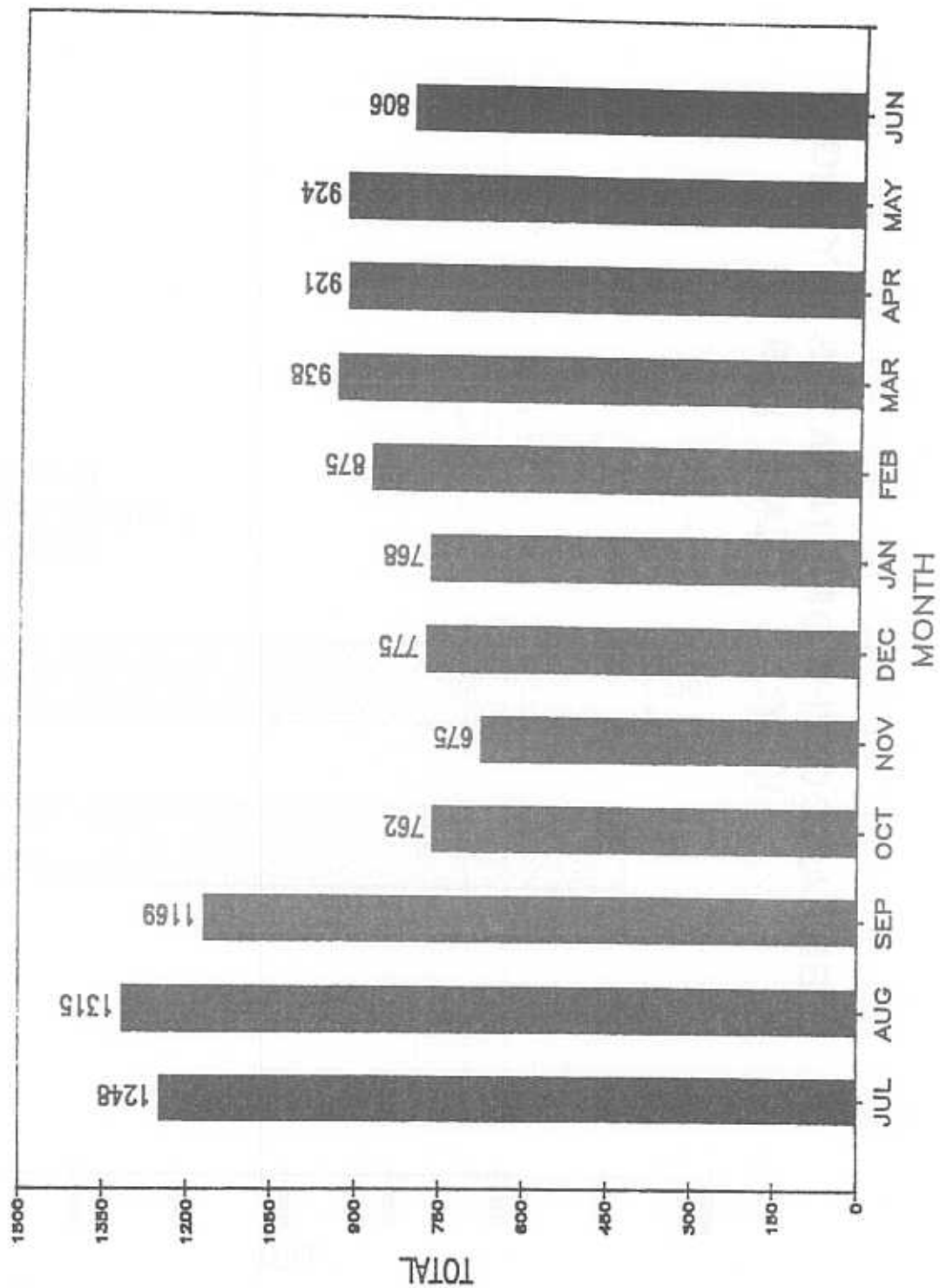


MDOC INSTITUTIONS POPULATION FISCAL YEAR 1991



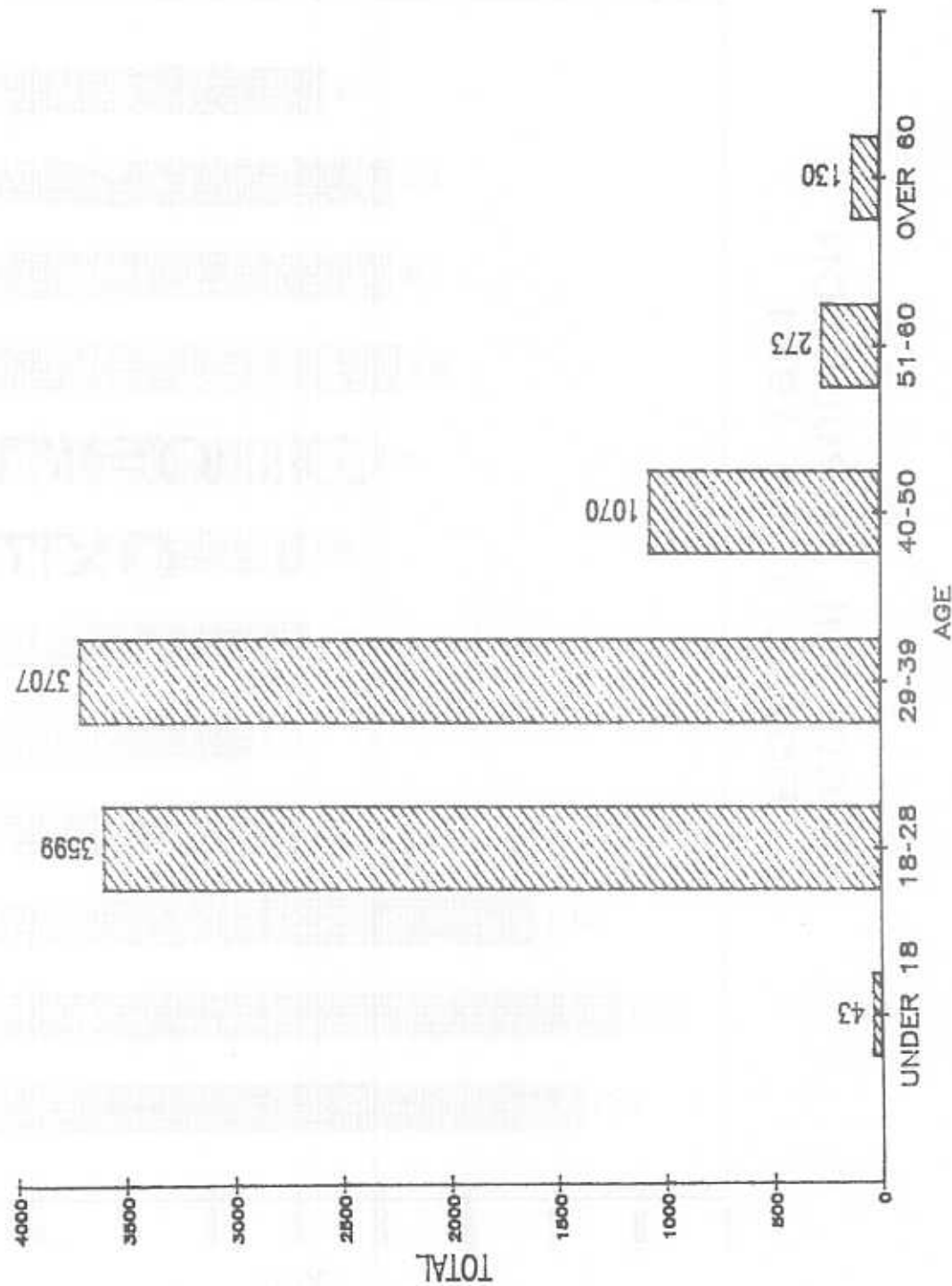
MDOC MIS DEPARTMENT

MDOC JAIL POPULATION FISCAL YEAR 1991



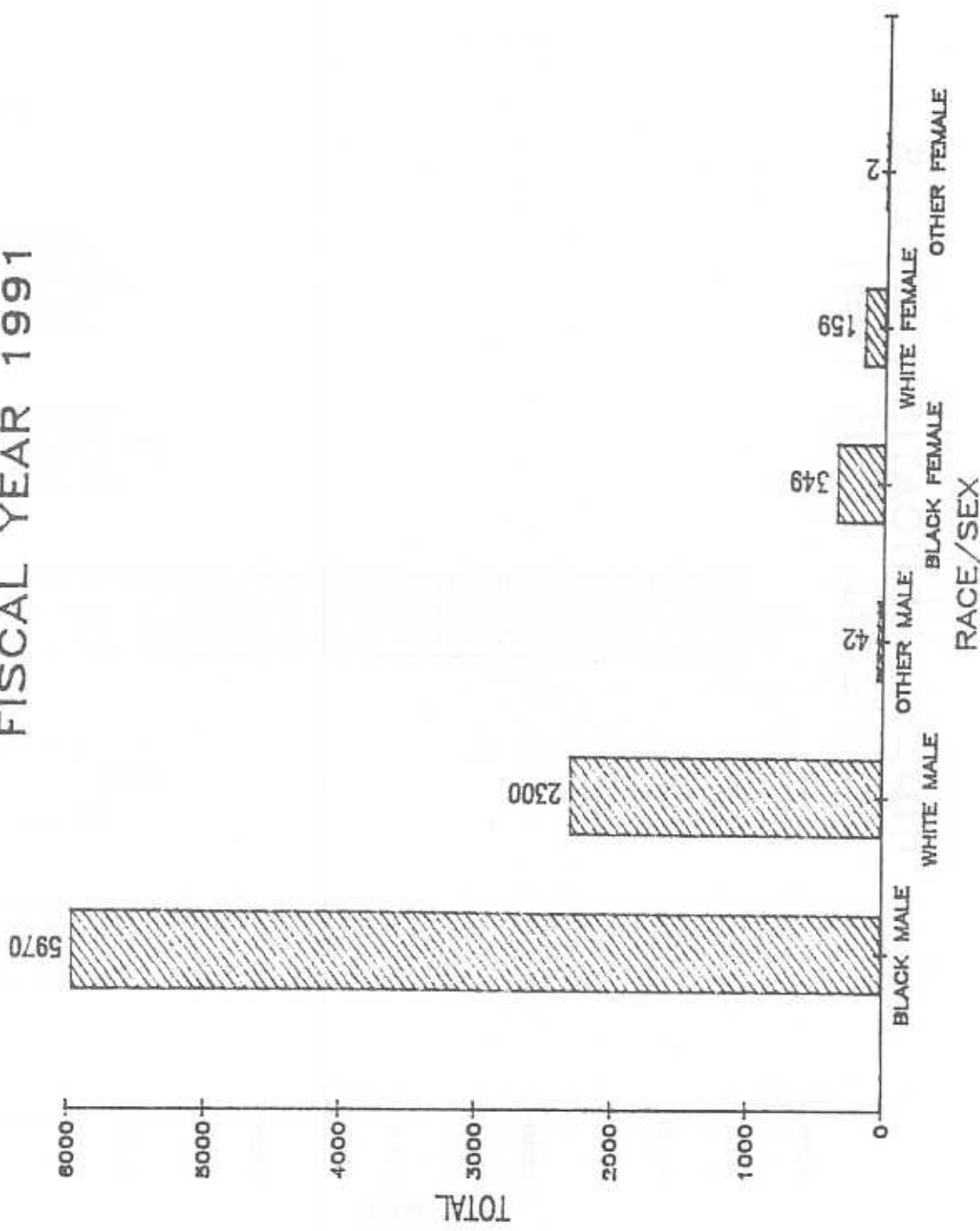
INCLUDES JAILS APPROVED BY COURT ORDER AND UNAPPROVED JAILS

BREAKDOWN OF INMATES BY AGE FISCAL YEAR 1991



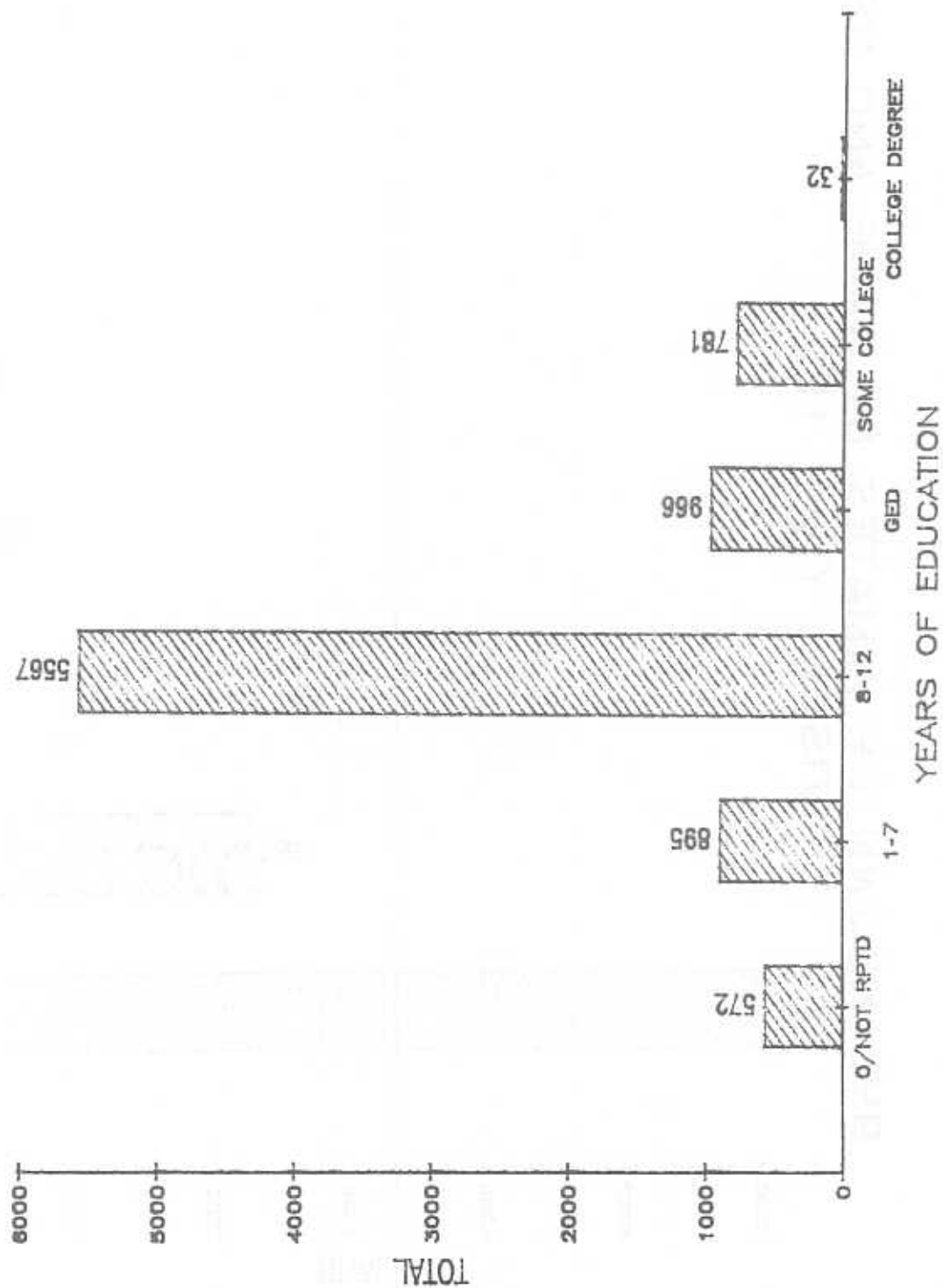
SOURCE: MDOC MIS DEPARTMENT

BREAKDOWN OF INMATES BY RACE AND SEX FISCAL YEAR 1991



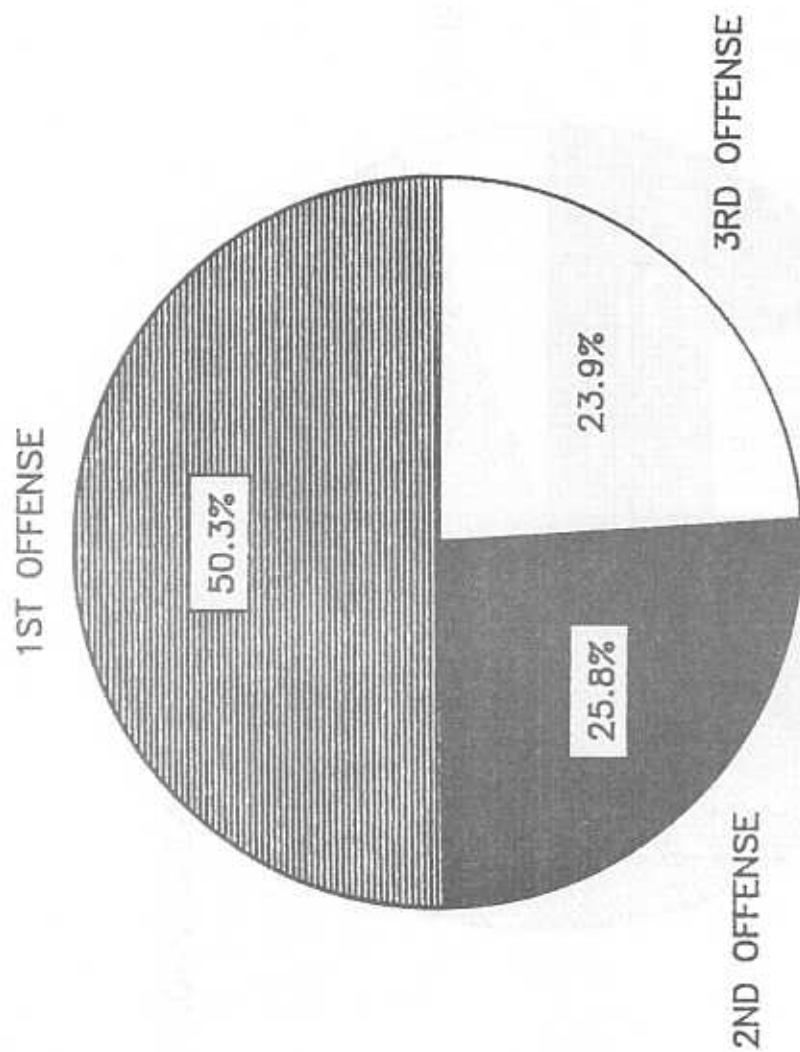
SOURCE: MDOC MIS DEPARTMENT

INMATE EDUCATION LEVELS FISCAL YEAR 1991

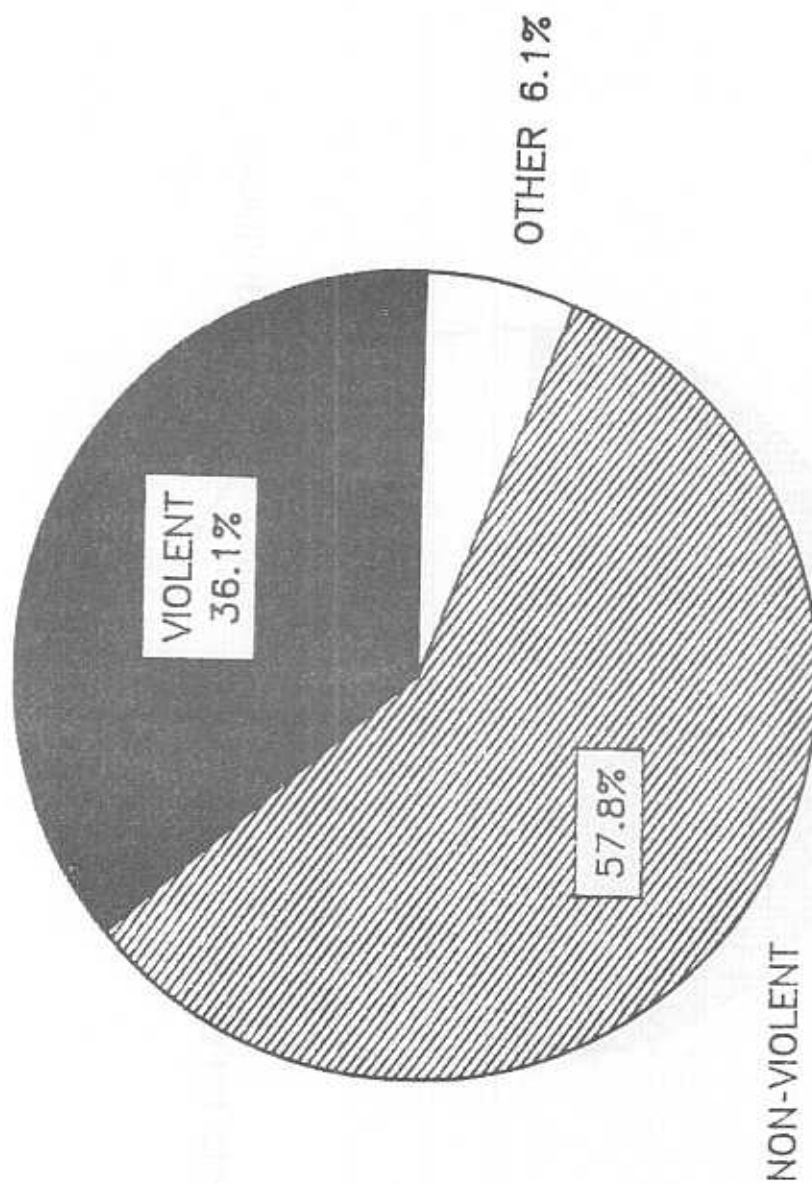


SOURCE: MDOC MIS DEPARTMENT

INMATE POPULATION BY NUMBER OF OFFENSE



INMATE POPULATION BY CRIME
FISCAL YEAR 1991



ADMINISTRATION AND FINANCE

Dallas Brown	Deputy Commissioner	A/C (601) 354-6454
Tommy Hedgepeth	Director/Systems Development . . .	354-6454
Joseph O'Hara	Training Director	745-6611
Ken Meadows	Personnel Director	745-6611
Rick McCarty	Fiscal Comptroller	745-6611
Ed Henson	Purchasing Chief	745-6611
Jack Wilson	Director, Admin. & Finance.	745-6611
Nick Lindell	Director, Facilities & Engineering.	745-6611

ACCOMPLISHMENTS

The Department of Administration and Finance organizes, directs, budgets and controls the administrative and financial operations of the Mississippi Department of Corrections. During FY 91, this department:

1. Enhanced the 5 week training curriculum to meet American Correctional Association (ACA) standards.
2. Made major upgrades to the minicomputer system at the Mississippi State Penitentiary (MSP).
3. Automated MDOC Physical Property and Inventory Management.
4. Completed unit study of the MSP Hospital System.
5. Completed the initial design and study for an Offender Information System.
6. Enhanced the MDOC Classification System to meet the American Correctional Association (ACA) standards.

FY 92 GOALS

The FY 92 goals for Administration and Finance are:

1. Automation of attendance and leave tracking system, with implementation by the end of the year.
2. Complete the design phase and data base requirement for the Offender Information System, and begin programming.
3. Perform an in-depth study of overtime and leave in relation to staffing.
4. Expand the training facilities at the MSP.

MANAGEMENT INFORMATION SYSTEMS

The Department of Management Information Systems (MIS) is responsible for new systems development, maintaining existing systems, and providing computer services for all areas of the Mississippi Department of Corrections. This department is also responsible for developing and maintaining a 3 year plan of MDOC Information Systems and submitting requests for procurement of all computers, telephones and telecommunications equipment, and software to the Mississippi Central Data Processing Authority (CDPA).

In addition to processing on the IBM 3090 mainframe computer located at the State Computer Center in Jackson, MIS operates 5 Unisys 5000 minicomputers with a network of approximately 175 terminals and

printers. These minicomputers are located at the MDOC Central Office, MSP, CMCf, and SMCI.

The MIS Department, is operating with 7 vacancies which represents more than a 31 percent vacancy rate in our systems development area.

During FY 91, this department:

1. Successfully implemented the Statewide Automated Accounting Systems (SAAS),
2. Developed and implemented the payroll systems and the inventory system interface to SAAS,
3. Installed Prison Population Model System on a PC located in Planning and Programs Department at the Jackson Central Office,
4. Initiated the Offender Information System (OIS) project,
5. Acquired and installed a multiuser personal computer system for unit 32 at the MSP, and
6. Developed and implemented a Fixed Assets Inventory /Property Management system.

For FY 92, this department's goals are to begin development of a database structure for the new OIS project; complete analysis and define requirements for the Offender Records Department (first phase of the OIS project); complete Phase II of the Prison Population Model System; develop and implement a Time and Attendance/Leave Tracking system; establish a complete communications network link between our 5 minicomputers and the mainframe at the State Computer Center; recruit and hire qualified people for the numerous vacant positions in

MIS; and continue to support the existing systems.

MDOC TRAINING DEPARTMENT

MISSION

The MDOC Training Department is responsible for conducting all training within MDOC and the review of "out of agency" training. This mission includes, but is not limited to the operation of a correctional academy, a management and administrative training school, and a multidisciplinary in-service program. The end goal of the department is to provide excellence in training.

OFFICE OF TRAINING DIRECTOR

The training effort is directed by Joseph W. O'Hara, MDOC Training Director, who reports to Dallas Brown, Deputy Commissioner for Administration and Finance. The Office of the Training Director is located in the MDOC Training Staff Building on the grounds of the Mississippi State Penitentiary. The department is administered by 3 branch level directors, the MDOC Academy Director, the Director of Quality Assurance and Proficiency Development and the Director of Curriculum Development and Evaluation.

TRAINING ACADEMY

The Academy, directed by Lonnie L. Herring, Jr., is located on the grounds of the Mississippi State Penitentiary and conducts a 200 hour basic training course for all newly hired Correctional Officer Trainees. In addition, when the Academy is not in session, Academy instructors support the in-service effort.

CURRICULUM DEVELOPMENT AND EVALUATION BRANCH

Directed by Lawrence Kelly, the Evaluation Branch, is responsible for the review and development of lesson plans and content evaluation of all MDOC conducted training. This branch is housed on the

grounds of the Central Mississippi Correctional Facility (CMCF). Specialists in this branch act as contact points for self defense, weapons, and First Aid/CPR curriculum. This unit also conducts management/administrative training and the basic field officer course. Subjects offered include: Instructions in management, performance appraisal, and office management. The department presents and/or coordinates all MDOC-wide subjects.

QUALITY ASSURANCE AND EVALUATION BRANCH

Directed by Carol Boone, who, along with that portion of her staff responsible for supporting MSP, is housed in the MDOC Training Staff Building on the grounds of the Mississippi State Penitentiary (MSP). The MSP group is responsible for the conduct of all in-service training for MSP based and Northern District Community Services employees. This branch has subordinate units at the Central Mississippi Correctional Facility (CMCF) and South Mississippi Correctional Institution (SMCI). The CMCF unit is responsible for in-service training for CMCF, Central Office, and Central District Community Services employees. The SMCI unit is responsible for in-service training for SMCI and Southern District Community Services employees. All units within the branch maintain individual employee training records.

MAJOR ACCOMPLISHMENTS

During a multiyear effort, beginning in September 1989, the Training Department experienced a total internal reorganization. This resulted in the emergence of a centralized academy, a curriculum development and evaluation function, and a multidisciplinary in-service effort. In its combined configuration the MDOC Academy has graduated 672 Correctional Officer Trainees. FAST TRACT, which was conducted in the summer of 1990, had an input of 466 cadets and graduated 390. This effort represents the greatest number of officers ever trained by a correctional academy in this country and has caused the department to be considered for a national award by the American Association of Correctional Training Personnel. The department has developed and is teaching management courses designed for newly assigned supervisor in all disciplines and has initiated an in-service training schedule and is in the process of initiating in-service record keeping.

DEPARTMENTAL GOALS

The final goal is to have a full academy complex at the MSP as well as classrooms, dormitory and office facilities for in-service training at both CMCF and SMCI; and to provide the opportunity for each MDOC employee to receive, at least, the minimum training called for by the American Correctional Association.

TRAINING STATISTICAL DATA

Management/Admin. Classes 6, In 157	Community Svcs Classes 3, In 42	Outside Source Classes 5, In 266
Outside Agency Classes 8, In 146	Special Teams Classes 6, In 111	Totals Classes 118, In 1739
In Service Classes 86, In 966	Non Security Classes 4, In 51	<u>In</u> equals the number of participants.

ACADEMY TRAINING

CLASS	INPUT	ADMIN LOSS	ACADEMIC LOSS	PS&E LOSS	GRADUATED
FAST TRACK**	466	53	5	18	390
90-3	51	3	0	1	47
91-1*					
92-2*					
91-3	53	3	1	0	49
91-4	7	0	0	0	7
TOTAL	577	59	6	19	493

Disposition by Percentage:

Graduated	84.42%
Administrative Loss	10.10%
Academic Loss	1.03%
PS&E Loss	3.25%

* Cancelled

** FAST TRACK was composed of Classes 90-A, 90-B, and 90-C. All three branches assisted with FAST TRACK.

Administrative Loss - This represents the number of cadets who resigned, did not show up and/or who were dismissed for disciplinary reasons.

Academic Loss - This represents the number of cadets who failed to meet Academy academic requirements.

PS&E - This represents the number of cadets who failed to meet requirements of the Physical Strength and Endurance Test.

MDOC PERSONNEL DEPARTMENT

MISSION

The Personnel Department's mission is to promote a uniform personnel system in keeping with the needs of the Department of Corrections, Federal and State laws, and the policies and procedures of the State Personnel Board. Key to a viable system is the development, implementation, and assessment of management functions in the institutional and support components of the State's correctional system. Responsibilities of the Department include maintenance of time/leave records; labor relations; oversight of equal opportunity issues; recruitment; processing of new hires, promotions and transfers; and maintenance of individual personnel files; insurance enrollment; unemployment compensation claims; workers' compensation claims; maintenance of Agency organizational charts. Within this myriad of functions there is the recurring theme of, and commitment to, "Putting The Personal in Personnel."

OFFICE OF THE MDOC PERSONNEL DIRECTOR

All components of MDOC Personnel are under the direction of Kenneth D. Meadows. The office of the MDOC Personnel Director is located in the Personnel Administration Building on the grounds of the Mississippi State Penitentiary. The major components of the MDOC Personnel System are Plans and Program; Mississippi State Penitentiary (MSP) Personnel Office; Central Mississippi Correctional Facility (CMCF) Personnel Office; South Mississippi Correctional Institution (SMCI) Personnel Office; and Community Services/Administration and Finance Personnel Office.

PLANS AND PROGRAM

The Plans and Program section is located within the office of the MDOC Personnel Director on the

grounds of the Mississippi State Penitentiary and is directed by Joy Herron, Personnel Officer V. Responsibilities include long and short range planning; policy development; policy interpretation; special projects and reports.

MISSISSIPPI STATE PENITENTIARY (MSP) PERSONNEL OFFICE

The Parchman Personnel Office, directed by a Personnel Director - Moderate Agency, is located on the institutional grounds of the Mississippi State Penitentiary. It is through this office that all personnel transactions are handled for the 2171 employees for one of the largest prison facilities in the nation as well as its Community Work Centers.

CENTRAL MISSISSIPPI CORRECTIONAL FACILITY (CMCF) PERSONNEL OFFICE

The CMCF Personnel Office is under the direction of Shirley Weidman, Personnel Officer V, and is housed at the facility in Rankin County. This office serves the 330 employees of CMCF and its Community Work Centers.

SOUTH MISSISSIPPI CORRECTIONAL INSTITUTION (SMCI) PERSONNEL OFFICE

The SMCI Personnel Office is housed at the facility in Greene County and is directed by Alton Ellis, Personnel Officer V. The employees served represent a total of 365, and include those assigned to SMCI as well as to the Community Work Center.

COMMISSIONER/COMMUNITY SERVICES/ CENTRAL OFFICE PERSONNEL OFFICE

This office is directed by Jesse Smith, Personnel Officer V, and is located at the MDOC Central Office in Jackson. A total of 282 employees are served by this office. These employees are assigned to facilities/offices throughout the state in the areas of administration, probation/parole and restitution.

IMPACT OF STATE FISCAL CRISIS

The fiscal crisis in Mississippi during FY 1991 had a significant impact on the Mississippi Department of Corrections from a personnel standpoint. Based on the 92 percent funding level, the Agency began operations from the very start at a projected 8 percent vacancy rate. As the fiscal outlook worsened, Agency funding was reduced still further and through attrition, it assumed a 14.5 percent vacancy rate. This is a potential timebomb from a security standpoint in a correctional setting. From a support standpoint, services are reduced, the result of which is a backlash which impacts security. Unfortunately it appears the crisis will carry over into FY 92.

MAJOR ACCOMPLISHMENTS

In an effort to meet the legislatively mandated 92 percent funding level, the Agency instituted a comprehensive planning process which involved educating upper level management regarding personnel services funds and the ramifications of reduced funding, after which those administratively responsible for the various facilities evaluated their needs and their fiscal obligations in light of the projected vacancy rate mandate. As a result, the mandate was met.

The first phase of an automated timekeeping and payroll system was completed; in that needs were identified and submitted through Central Data Processing Authority for bids.

The Employee Handbook has been revised and expanded into an up to date and comprehensive guide for all employees.

A formal procedure has been established for the issuance and control of personnel policy and

procedures, with the ultimate goal of incorporation into a Personnel Policy and Procedure Manual.

New quarters, custom designed to meet the needs of the MSP based personnel offices, were completed by Inmate Construction and are now fully operational. The facility, consisting of approximately 6,000 square feet, was originally a large dilapidated tin building. With only the steel framing and concrete slab used in the renovation, the cost of renovation was approximately \$17 per square foot. This, in and of itself, is a low figure in the construction arena; but the savings are even more significant, in that the total cost included much of the furniture utilized. These facilities are second to none in the state and provide a setting which enhances services to the Agency's employees.

GOALS

A primary goal is the development of a Supervisor's Handbook. It is intended to be a management tool to be utilized with a custom designed training plan to be developed in conjunction with the Training Department. It is further to be utilized as a standard reference guide for supervisory staff.

Another important goal is to install and refine an automated timekeeping and payroll system to replace the current system which is cumbersome, time consuming and antiquated.

A final goal is to develop and issue a Personnel Operations Manual. This is intended to be a personnel procedures manual which will comport with but amplify the provisions of the State Personnel Board forms and Procedures Manual. In addition, it will be designed to provide step by step procedures for MDOC policies and forms.

STATISTICAL DATA

1. Number of New Hires and Promotions in FY 91

a. New Hires

(1) Parchman	623
(2) CMCF	25
(3) SMCI	42
(4) Community Services/Admin & Finance	16
TOTAL	706

b. Promotions

(1) Parchman	177
(2) CMCF	7
(3) SMCI	8
(4) Community Services/Admin & Finance	24
TOTAL	216

2. Number of Terminations and Resignations in FY 91

a. Terminations

(1) Parchman	87
(2) CMCF	5
(3) SMCI	1
(4) Community Services/Admin & Finance	35
TOTAL	128

b. Resignations

(1) Parchman	143
(2) CMCF	44
(3) SMCI	42
(4) Community Services/Admin & Finance	27
TOTAL	256

3. Number of MDOC Employees Retiring During FY 91

(1) Parchman	7
(2) CMCF	1
(3) SMCI	0
(4) Community Services/Admin & Finance	4
TOTAL	12

COMPTROLLERS OFFICE

MISSION

The mission of the Comptrollers Office is to implement and maintain a modern accounting system which shall accurately reflect all fiscal transactions in such a manner and form as recommended by the State Department of Audit and the Bureau of Financial Control.

OFFICE OF THE MDOC COMPTROLLER

The Comptroller's Office is under the direction of Richard McCarty, MDOC Fiscal Comptroller. The office of the MDOC Comptroller is located in the Administration Building on the grounds of the Mississippi State Penitentiary. The Comptroller's Office consists of the following segments: General Accounting, Payroll, Cost Accounting, Accounts Payable, Central Mississippi Correctional Facility (CMCF) Fiscal Office, South Mississippi Correctional Institution (SMCI) Fiscal Office.

GENERAL ACCOUNTING

The General Accounting segment is responsible for the financial reporting function of the agency which includes producing bi-annual accrual basis financial statements for all funds. In addition, all Agency cash receipt functions are performed by the department. The General Accounting office is supervised by Stanley Robinson, Chief Fiscal Officer and is located at the Mississippi State Penitentiary.

ACCOUNTS PAYABLE

The Accounts Payable office is under the direction of E. P. Tolbert, Jr., Accountant/Auditor III and is located at Parchman. This department's duties include making payments to vendors for which valid encumbrances exist and reimbursement of expenses incurred by MDOC employees while on duty.

PAYROLL

The Payroll Department is located at Parchman and is under the

direction of Karen Ware, Accountant/Auditor III. The Payroll Department is responsible for paying the Agency's approximately 2,800 employees on a monthly basis. The department keeps tax withholding, retirement contribution, and salary history information on all employees.

COST ACCOUNTING

The Cost Accounting segment is responsible for maintaining a perpetual inventory system and reconciling any differences from yearly physical inventory counts. The department schedules and observes all physical inventory counts and reports the results to the Fiscal Comptroller. Cost Accounting is directed by Sheryl Nelson, Accountant/Auditor III.

PROPERTY OFFICE

The MDOC Property Office is under the direction of Allen Ables, Property Officer III, and is located at Parchman. This office is responsible for maintaining inventory records for capital items in the possession of MDOC. A list of the property inventory is sent to the State Property Officer on a monthly basis.

CENTRAL MISSISSIPPI CORRECTIONAL FACILITY (CMCF)

The CMCF Fiscal Office is under the direction of David Wooten, Chief Fiscal Officer and is located in Rankin County. This office is responsible for warehouse functions, canteen accounting and maintaining Inmate Accounts for CMCF. This office is also responsible for making supervision fees deposits into the Treasury.

SOUTH MISSISSIPPI CORRECTIONAL FACILITY (SMCI)

The SMCI Fiscal Office under the direction of William Hormann, Chief Fiscal Officer and is located in Greene County. This office is responsible for warehouse functions, canteen accounting and maintaining Inmate Accounts for SMCI.

MAJOR ACCOMPLISHMENTS

During FY 91 the Statewide Agency Accounting System (SAAS) was placed into service at the Department of Corrections. SAAS is an accounting and purchasing system developed by the State of Mississippi for state agencies which allows on-line input of accounting transactions and eliminates the need for two sets of accounting records.

The Maintenance Warehouse at Parchman was put on the Automated Commodity Inventory System (ACIS) during FY 91. All warehouses at the department utilized ACIS as of June 30, 1991.

GOALS

The Comptroller's Office intends to increase and improve the internal audit function at the Department of Corrections. Internal audit functions will include random testing of account transactions and compliance testing of procedures.

DIVISION OF ADMINISTRATION AND FINANCE

MISSION

The Administration and Finance Department of the Mississippi Department of Corrections is responsible for submitting the agency's budget request, allocation and expenditure management of the agency's authorized budget appropriation, canteen operations, cold storage, warehousing, and telecommunication operation and maintenance.

ORGANIZATIONAL STRUCTURE

The Administration and Finance Department is under the direction of Jack Wilson, who reports directly to Dallas Brown, Deputy Commissioner of Administration and Finance. The Administration and Finance office is located in the Administration and Personnel

Building at the Mississippi State Penitentiary. The Budget Officer, who assists the Director of Administration and Finance, is also located in this office.

MAJOR ACCOMPLISHMENTS

Net sales for the Canteen were approximately \$1,600,000 for FY 91. The new canteen opened on January 16, 1991. All profit derived from these sales is deposited into the Inmate Welfare Fund where it is used to purchase athletic and recreation equipment, and other speciality items for use by the inmate population.

Despite the severity of the budget cuts to this agency, the Administration and Finance Department coordinated its efforts with other MDOC departments to successfully withstand the State's fiscal crisis with little reduction in necessary services and programs.

By using the Statewide Automated Accounting System (SAAS), the Department has been able to monitor expenditures of all cost centers and obtain substantial improvement in internal control.

The MDOC annual budget request was prepared and submitted in a timely manner.

GOALS

- (1) To maintain expenditure levels within the agency's appropriated budget.
- (2) To continually seek improvements in Mississippi's Statewide Automated Accounting System (SAAS) regarding expenditure and budgetary reports.
- (3) To assist departments in managing their budgets and avoiding unneeded purchases.

ENGINEERING

MISSION

The Facilities and Engineering Director has the overall responsibility for communicating the requirements for new capital facilities, or repair and renovation of existing capital facilities, as determined by the Director and the executive management of the Department of Corrections to the appropriate agencies, architects, engineers, to satisfy these requirements. The Director is also responsible for providing MDOC executive management with inspections, evaluations, and recommendations for resolving problems or requirements within the Agency.

ORGANIZATIONAL STRUCTURE

The Facilities and Engineering Director, Nick Lindell, is under the direction of Dallas Brown, Deputy Commissioner for Administration and Finance and is located in the Old Administration Building at the Mississippi State Penitentiary at Parchman.

RESPONSIBILITY

- A. Provide recommendations to the executive staff for the resolution of engineering

problems or requirements that exist within the Agency.

- B. Communicate the requirements of the Agency to the appropriate agency or professionals as required.
- C. Review plans and specifications to verify that the needs of MDOC are met.
- D. Secure and provide the technical input necessary for the preparation of the MDOC five (5) year plan.
- E. Provide input and technical expertise as required to solve emergency problems that arise within the Agency.
- F. To work in conjunction with the necessary agencies, professionals, and contractors to resolve warranty problems with MDOC capital facilities.

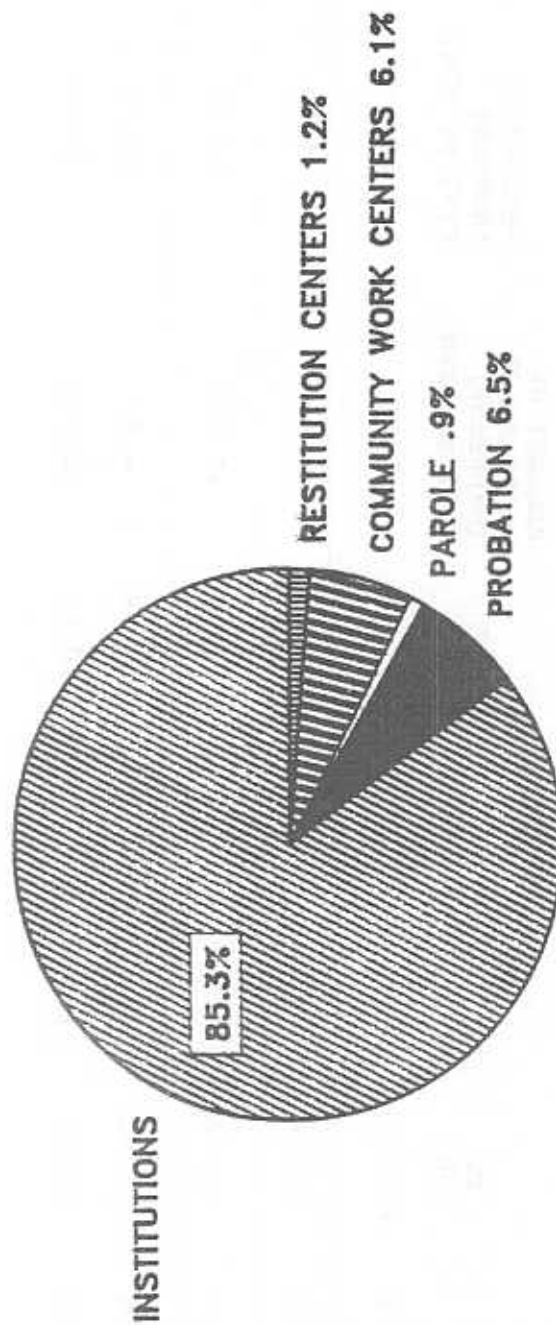
GOALS

To promptly provide recommendations and actions necessary to address the engineering needs of the Mississippi Department of Corrections in an efficient and cost effective manner.

COST OF HOUSING STATE PRISONERS
FY 1987 - 1991

OFFENDER STATUS	FY 87	FY 88	FY 89	FY 90	FY 91	PERCENT OF INCREASE OR (DECREASE) FY91 vs FY90	PERCENT OF INCREASE FY91 vs FY87
Institutions	\$21.18	\$24.22	\$25.64	\$26.13	\$26.96	3.18	27.29
Community Work Centers	19.00	19.72	20.28	20.20	21.02	4.06	10.63
Restitution Centers	15.38	19.98	22.25	21.66	20.72	(4.34)	34.72
Probation and Parole	.85	.92	.88	.90	.98	8.89	15.29
County Jails	11.84	10.91	11.05	11.18	10.87	(2.77)	(8.19)

FY 1991 EXPENDITURES



DIVISION OF COMMUNITY SERVICES

AREA OF RESPONSIBILITY

The Division of Community Services is responsible for the supervision of offenders placed on Pretrial Diversion, Probation, inmates released from incarceration by parole or other early release, and offenders housed in Restitution Centers. All investigations pertaining to these offenders, all programs designed for these offenders, and all surveillance of the offenders are the responsibility of the Division Staff.

Community Work Centers, previously assigned to this Division, were transferred to Institutions this year. This placed all inmates within the system under the authority of an Institution and allowed the Community Services Division to concentrate entirely upon pre/post incarceration programming.

ORGANIZATIONAL STRUCTURE

The Division of Community Services is divided into 9 geographic areas and a Central Administrative Office. The Deputy Commissioner, his support staff, Compact Services, and Records are located in the Central Administrative Office. Nine Area Supervisors are located in specific geographical areas of the state and supervise all Field and Program Services in their area. (See Community Services Organizational Chart and Major Offices and Facilities).

The Division has 214 employees and a budget of \$5,667,230.

ADMINISTRATION AND AREA SUPERVISOR OFFICE LOCATIONS

Central Administrative Office
723 North President Street
Jackson, MS 39202
(601)354-6454

Area I Office
John Brinson
P. O. Box 778
Cleveland, MS 38732
(601)843-0028

Area II Office
William Robbins
P. O. Box 1238
Tupelo, MS 38802
(601)841-0435

Area III Office
Raymond Lumpkin
P. O. Box 943
Greenwood, MS 38930
(601)455-2095

Area IV Office
Bill Lunsford
313 1/2 W. Pascagoula St.
Jackson, MS 39203
(601)354-6911

Area V Office
O. M. Luke
P. O. Box 825
Brandon, MS 39043
(601)825-1155

Area VI Office
Tommy Allison
P. O. Box 1328
Brookhaven, MS 39601
(601)833-3965

Area VII Office
Ray Hinton
Carpenter's Bldg., Suite 201
400 Forrest Street
Hattiesburg, MS 39401
(601)582-3514

Area VIII Office
Monti Rhodes
1600 30th Ave., Ste. 202
Gulfport, MS 39501
(601)863-0222

Area IX Office
George Thompson
P. O. Box 1816
Pascagoula, MS 39567
(601)762-8621

RESTITUTION CENTER LOCATIONS

Greenwood Rest. Center
George Stansberry, Director
P. O. Box 1346
Greenwood, MS 38930
(601)453-5134

Hinds County Rest. Center
Marti Naron, Director
429 South Gallatin Street
Jackson, MS 39203
(601)354-0062

Hattiesburg Rest. Center
Jim Cox, Director
913 Tipton Street
Hattiesburg, MS 39401
(601)545-8715

Pascagoula Rest. Center
Thomas Alonzo, Director
1721 E. Kenneth Avenue
Pascagoula, MS 39567
(601)762-1331

GENERAL FIELD SERVICES

TRENDS

The supervision and surveillance of offenders placed on probation by the courts and inmates released on parole or other early release is the central focus of the Community Services Division. The importance, however, of this role to the correctional system is becoming increasingly more important as Community Services offender population continues to grow. From 1987 to 1991, the Division saw an 11% increase in the population with the increases actually taking place during the last two years (See Chart 1, Offender Population). While trying to pinpoint the source of the growth, it was discovered not to have been in parole/early release entries (See Chart 2, Parole/Early Release Population), but in the probation entries (See Chart 3, Probation Population). In a one year period

of time, a slow progression of entries steadily accumulated to account for a 7% increase in the probation population. Continued increases in this population will call for more programming designed for first offenders.

FISCAL YEAR 1991 DATA

Due to budget restraints, only 90% of the 113 Field Officer positions were filled this year. These Officers supervised a monthly average of 10,710 offenders on pretrial diversion, probation, parole, and early release. In addition, as officers of the court, they were responsible for completing pre-post sentence investigations on all convicted felons, investigating violations, issuing warrants, and initiating and participating in revocation

hearings. Their duties also included the completion of all pre-release investigations for the Parole Board and compact investigations for the Interstate Compact Office. Offender supervision fees were increased during the fiscal year and officers, as in past years, were responsible for the collection of these fees. Verification of restitution, court costs, fines, and positive assay

fee payment was also the responsibility of the Field Officers (See Chart 4, Collections).

Field Officers with non-specialized caseloads had an average of 114 offenders under supervision. Field Officers with specialized caseloads had an average of 34 offenders under supervision.

FIELD OFFICER POSITIONS 113	AVERAGE MONTHLY OFFENDER POPULATION 10,710
SUPERVISION FEES COLLECTED \$1,630,114.83	OTHER FEE COLLECTIONS MONITORED \$2,233,791.58
PRE-POST SENTENCE INVESTIGATIONS COMPLETED 5,732	PRE-RELEASE AND COMPACT INVESTIGATIONS COMPLETED 8,060

COMPACT SERVICES

The State of Mississippi participates in the Interstate Compact for Adult Offenders. Under the terms of the Compact, Mississippi provides courtesy supervision to probationers and parolees from other states in exchange for courtesy supervision of MDOC offenders in other states.

Although the primary function of the Interstate Compact Office is to coordinate all requests for offender transfers into or out of the state, this office also supervises a Records and Data Operations staff.

MISSISSIPPI OFFENDERS RECEIVING COURTESY SUPERVISION IN OTHER STATES 1,448
OFFENDERS FROM OTHER STATES RECEIVING COURTESY SUPERVISION IN MISSISSIPPI 1,272

PROGRAMS

DRUG IDENTIFICATION PROGRAM

This program was implemented in response to an increase in the number of crimes committed by individuals while under the influence of alcohol and drugs. The goals of the Drug Identification Program are to identify offenders under supervision who habitually abuse alcohol and drugs and to provide them with special services designed to assist them in reducing and eventually eliminating that abuse. Such special services include intensive supervision, urinalysis, and assistance in finding appropriate treatment.

Offenders are assigned to special case officers who develop a reporting and urinalysis schedule for the offender. The officer meets with the offender frequently and assists in placing the offender in counseling and therapeutic programs. Frequent urinalysis screening is an integral part of the program and offenders are required to submit to this screening on a scheduled and unscheduled basis. A fee of \$10.00 is charged for each

urinalysis that indicates alcohol or drug use.

Upon successful completion of program requirements, the offender is released to regular field supervision. The Field Officer continues urinalysis screening to insure the offender remains drug free.

Urinalysis labs are located in 5 areas of the state. They are responsible for urinalysis screening of Drug Identification Program participants, other offenders supervised by Field Officers, residents housed in Restitution Centers, and inmates.

A review of urinalysis screening results over the last 5 years indicates a significant decrease in drug usage since screening was first implemented (See Chart 5, Positive Drug Screens). This holds true for Drug Identification Program participants and other offenders. There is, however, a much greater drop in drug usage by program participants than by other offenders.

DRUG I.D. OFFICER POSITIONS 12	AVERAGE MONTHLY DRUG I.D. POP. 341
URINALYSIS SCREENS PROGRAM PARTICIPANTS 17,209	PERCENT POSITIVE PROGRAM PARTICIPANTS 3.93
URINALYSIS SCREENS NON-PROGRAM PARTICIPANTS 29,664	PERCENT POSITIVE NON-PROGRAM PARTICIPANTS 6.13

PRETRIAL DIVERSION PROGRAM

The Pretrial Diversion Program is an alternative to felony conviction in which a defendant voluntarily submits to a period of supervision which may result in the dismissal of the charge

against him if the period of supervision is successfully completed.

Community Services provides field personnel to screen for eligibility and supervise defendants referred

to the program by the Office of the District Attorney.

A defendant is placed in the program under supervision for six months to three years. The offender makes restitution, pays attorney fees and court costs, performs community service work, is gainfully employed or in school, and participates in counseling sessions. Termination from the program is made in court by a motion from the Office of the District Attorney.

In FY 91, there were two active Pretrial Diversion Programs in the state. Field Officers assigned to the program supervised a monthly average of 87 offenders on Pretrial Diversion.

RESTITUTION CENTERS

A Restitution Center is a community based intervention program serving as a diversion for marginal risk offenders from incarceration in a state penitentiary. Offenders are sentenced to reside in the Center and participate in the program as a condition of their probationary sentence. Sex offenders, offenders with lengthy criminal records, and unemployable offenders are

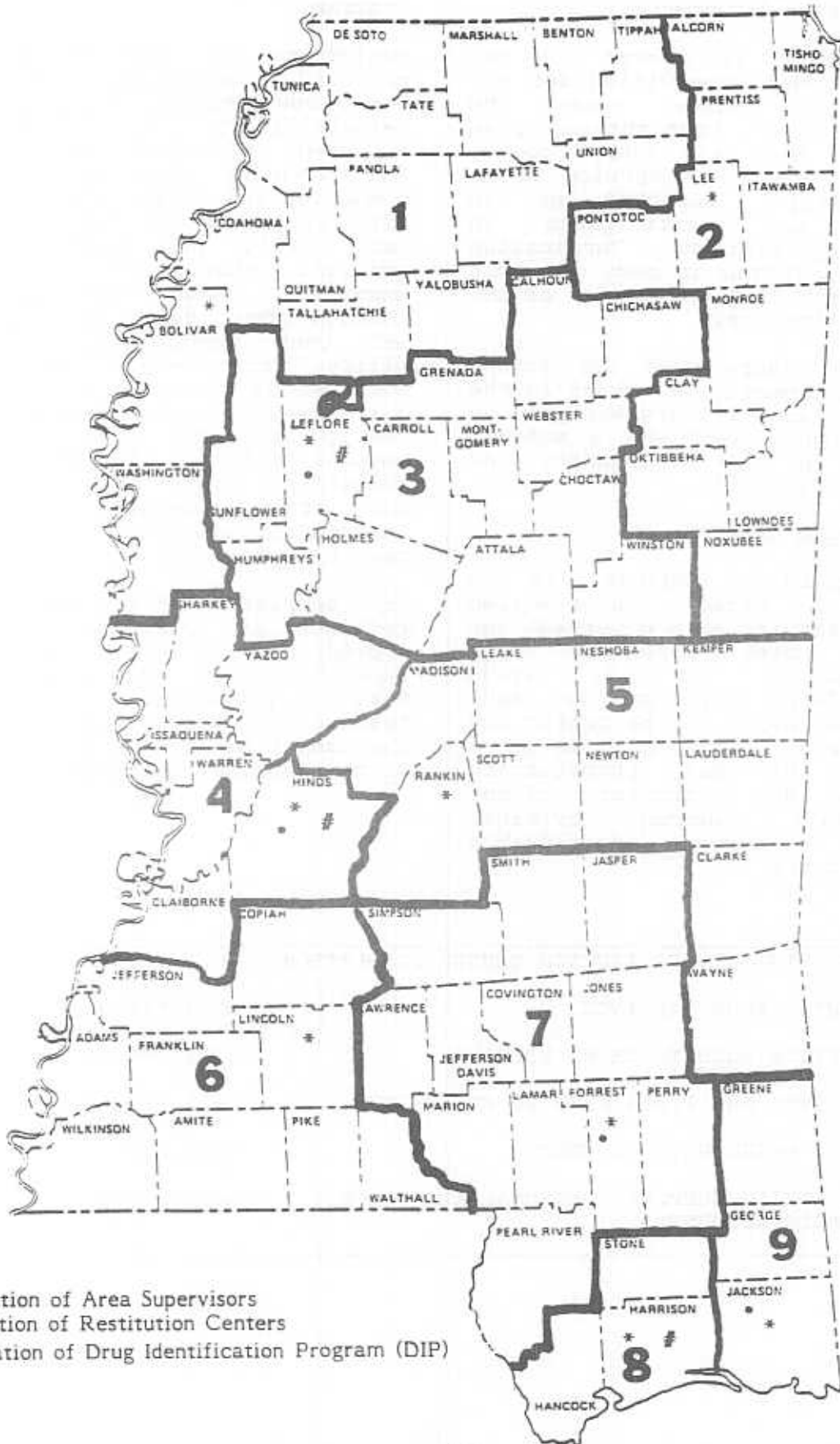
prohibited from entering the program.

Residents of the Center are provided a structured environment where work ethics, education, and responsibility is taught and enforced. Offenders are assisted in obtaining employment in the community and close contact is kept with employers to determine both work skill and work attitude problems that need addressing. Education needs are addressed through Adult Basic Education and GED test preparation. Responsibility for oneself and one's actions is learned through job maintenance and payment of restitution and other financial responsibilities. Alcohol and drug counseling, mental health services, and other specific needs of individual residents are met on a case by case basis.

Upon completion of the program, the resident is transferred to the appropriate Field Office for supervision for the remainder of their probationary sentence. Failure to successfully complete the Center can result in imposition of the original sentence.

AVERAGE MONTHLY RESTITUTION CENTER POPULATION	158
RESIDENTS GROSS EARNINGS	\$953,542.56
RESTITUTION PAID TO CRIME VICTIMS	\$128,866.04
COURT COSTS AND FINES PAID TO COUNTIES	\$222,032.95
ROOM AND BOARD PAID TO MDOC	\$208,602.14
TAXES, FAMILY SUPPORT, PERSONAL ALLOWANCES, OFFENDER ACCOUNTS	\$422,954.00

Major Offices and Facilities



- * Location of Area Supervisors
- Location of Restitution Centers
- # Location of Drug Identification Program (DIP)

Chart 1

Community Services Offender Population Fiscal Year 1987—1991

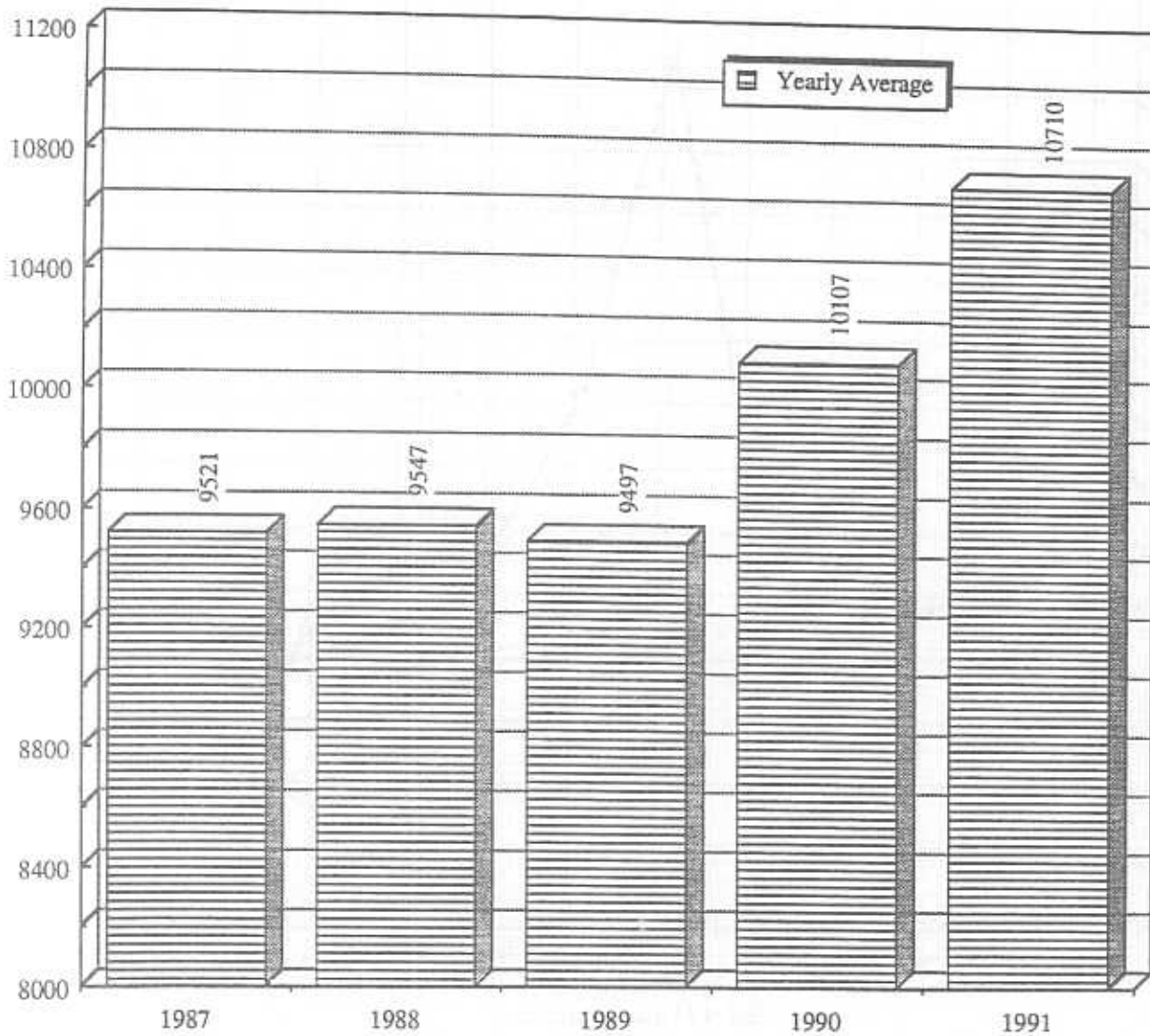


Chart 2

Parole/Early Release Population Fiscal Year 1991

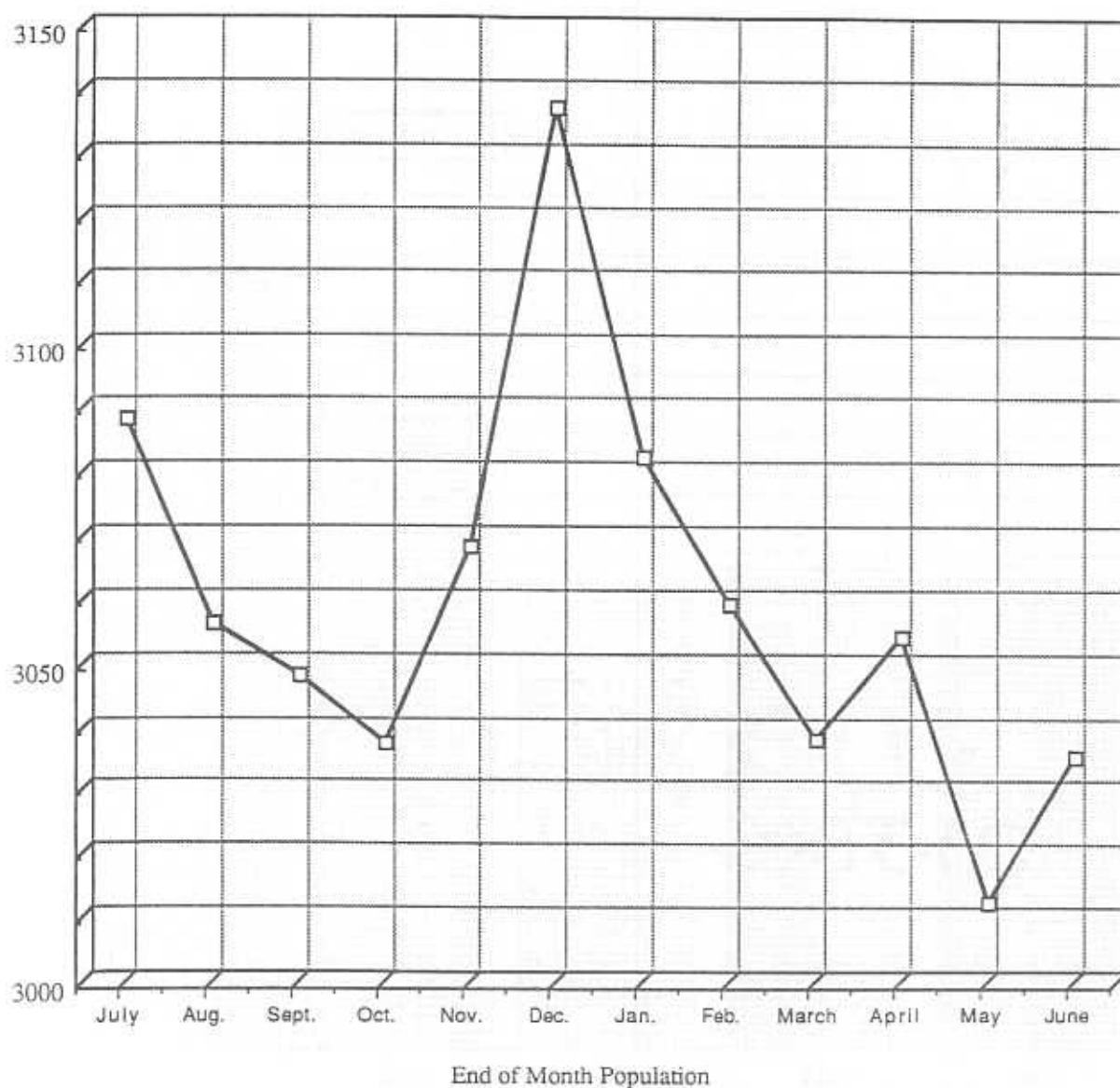
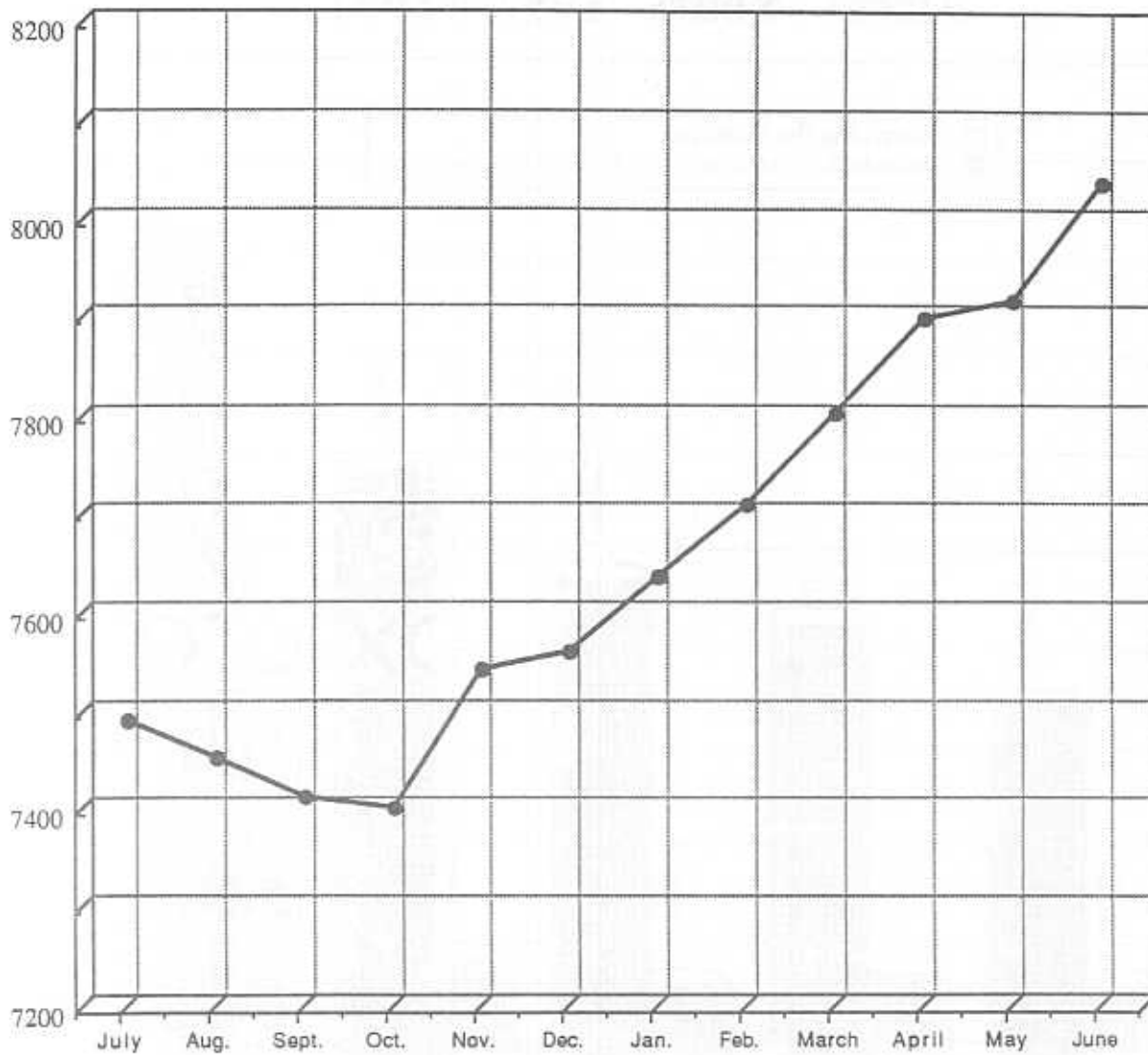


Chart 3

Probation Population Fiscal Year 1991

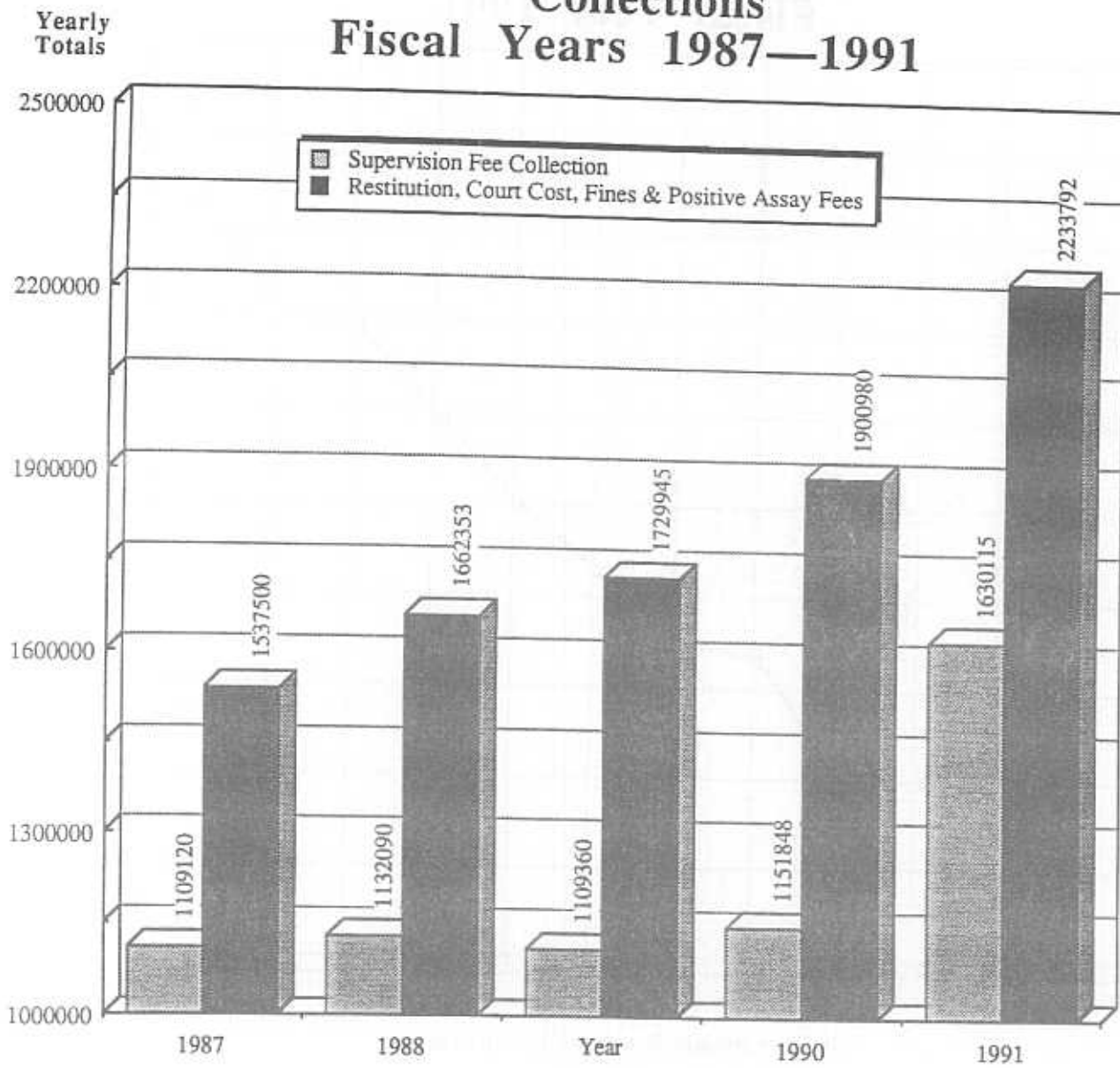


* includes non-adjudicated and diversion cases

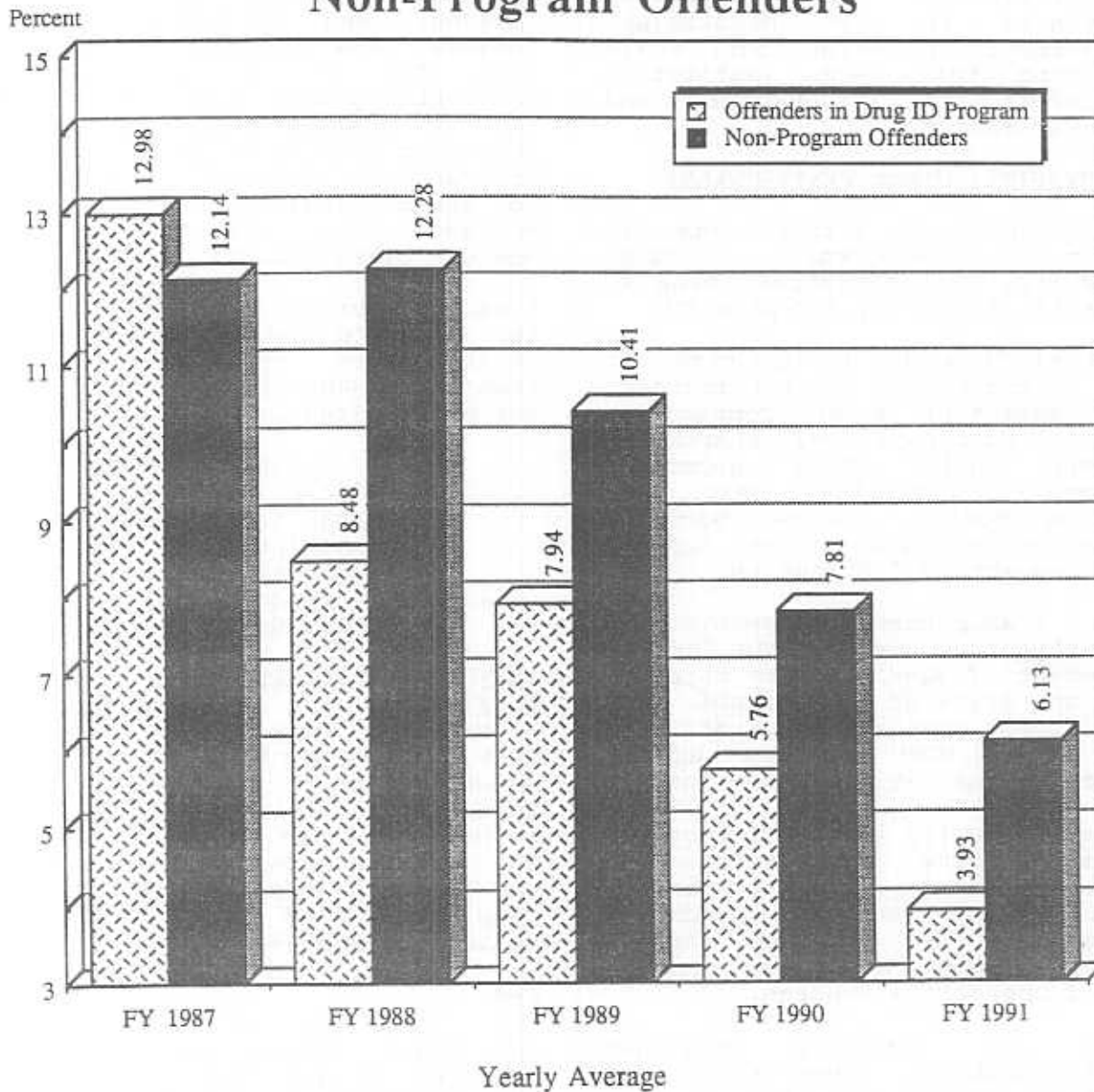
End of Month Population

Community Services Collections Fiscal Years 1987—1991

Chart 4



Positive Drug Screens Drug ID Program Offenders and Non-Program Offenders



INSTITUTIONS

ADMINISTRATIVE STRUCTURE

The Mississippi Department of Corrections operates 3 major institutions and 16 Community Work Centers. They include the Mississippi State Penitentiary, Central Mississippi Correctional Facility, and South Mississippi Correctional Institution.

MISSISSIPPI STATE PENITENTIARY

The Mississippi State Penitentiary (MSP) was relocated to Sunflower County in 1900. Prior to this date, state penal farms were located in Rankin, Quitman, Hinds, and Holmes counties. The Mississippi State Penitentiary consists of 24 prisons, referred to as Units, situated on approximately 16,000 acres of land. These units vary in size, housing from 56 to 1456 offenders. The Mississippi State Penitentiary utilizes centralized administrative and security systems, which provides flexibility in personnel assignments. This institution houses male offenders in all security classifications, with a capacity of 5781 as of June 30, 1991.

Parchman 38738 Phone (601) 745-6611
Superintendent.....Steve Puckett

Deputy Superintendents

Christopher Epps (Security)	Ed Hargett (Treatment)
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Associate Superintendents

Walter Booker	Roger Cook
Dwight Presley	Barry Parker
Lynn Warren	Bill Hoskins

Admin. & Finance Director.....	Jack Wilson
Administrative Assistant.....	Carole Arnold
Attorney Senior.....	Leonard Vincent
Dentist.....	Dr. George Benford
Facility and Engineering Dir.....	Nick Lindell
Hospital Administrator.....	William Steiger
Internal Affairs Coordinator.....	Sharon McFadden
Offender Services Director.....	Eddie Lucas
Physician Senior.....	Dr. A.M. Phillips
Records Chief.....	Christine Houston
Training Academy Director.....	Lonnie Herring

SECURITY

The primary mission of security is to maintain the custody and control (including preventing the entry of contraband into the institutions) of offenders sentenced to the Mississippi Department of Corrections, while insuring that each institution functions in a peaceful and orderly manner.

MISSISSIPPI STATE PENITENTIARY

MSP Security is divided into six major categories; Central Security, Transportation, Area I, Area II, Area III, and Area IV.

Central Security is comprised of the Institutional Watch Commander, two Assistant Watch Commanders, Control Room personnel, Search and Escort units, Gate Security, Armory, K-9 Tactical Unit, and Inmate Locator. Central Security provides coordination and support for the entire institution.

The Transportation/Communication Department is responsible for the movement of MDOC inmates throughout the state of Mississippi. The department requisitions, receives, and tracks MDOC vehicles and MSP radio communications equipment.

Area I Security (Unit 29) provides administrative supervision and custody control for approximately 1452 inmates who participate in rehabilitative programs. Area I provides staff and labor for the Field Operations Program.

Area II Security provides administrative supervision and custody control for approximately 1476 inmates who participate in rehabilitative and rehabilitative programs. These programs include Regimented Inmate Discipline, Pre-Release, Alcohol and Drug Treatment, Adult Basic Education, and Vocational Education.

Area III Security consists of Units 3, 14, 15A, 15B, 18 (K-9), Firehouse, 22, 23, 24, 24-Extension, 28, 31, and 42 (Hospital). Area III houses high/low medium custody inmates, geriatric inmates, HIV positive inmates, and medically disable inmates. The primary purpose of Area III is to provide the Penitentiary with inmate labor from the "A" custody units; assist in providing meaningful rehabilitative programs for youthful inmates; and to assist medical staff in the custody, care, and treatment of medical class inmates.

Area IV Security (Unit 32) provides for the safe and efficient incarceration of approximately one thousand (1000) inmates including, but not limited to:

- A. Protective Custody
- B. Disciplinary Detention
- C. Close Confinement
- D. Administrative Segregation
- E. C-Custody
- F. Death Row Prisoners

CENTRAL MISSISSIPPI CORRECTIONAL FACILITY

Fiscal year Ninety One has been an exhausting and fulfilling year for security staff members. Though there were periods during the fiscal year that fully a third of the staff was out due to "Desert Shield", illness, National Guard Camp, ect., CMCF prevailed through dedication and team work.

K-9

K-9 received 68 calls for assistance. Assistance was rendered to all the local police and sheriffs' departments as well as the Mississippi Highway Safety Patrol, A.T.F., D.E.A., and the F.B.I. The calls ranged from drug raids to intensive man hunts.

CMCF received 28 calls for bloodhound assistance. The K-9 unit apprehended 11 subjects attempting to escape

law enforcement officers. Furthermore 2 lost persons were found with the use of the bloodhounds.

A total of 40 calls were related to illegal drugs. The following list of illegal drugs were confiscated with the assistance of CMCF's drug detecting dogs:

81	Rocks of Crack Cocaine
7	Pounds of Marijuana
1/4	Ounce of Powder Cocaine

During one of the drug raids, \$16,532 in cash was confiscated. CMCF was awarded approximately \$20,000 in assets forfeiture money from drug raids.

RECEPTION AND CLASSIFICATION

The fiscal year was both busy and rewarding for the Reception and Classification Center staff. In September the Unit Administrator position was filled and staff began accelerating the processing of inmates for transfer to the new 1000 bed maximum security unit at the Mississippi State Penitentiary. A total of 4112 prisoners were processed by the R&C staff between July 1990 and May 1991. Of this total 2639 were first time offenders.

WOMEN'S UNIT

On January 22, 1991, the Women's Housing Unit underwent a reorganization. The Rankin County Community Work Center was opened and "D" Building became the Women's Receiving and Adjustment Center.

During Fiscal Year 1991, there were 2929 packages issued, 82 returned, and 1598 non-allowable items were confiscated: including

22 money orders in the Women's Unit.

SOUTH MISSISSIPPI CORRECTIONAL INSTITUTION

The South Mississippi Correctional Institution has had another successful year in regards to security. Although the institution has suffered severe manpower shortages due to the hiring freeze and several staff members being deployed to the Persian Gulf, there have been no escapes, nor any serious assaults.

The institution has experimented with alternate shift assignments for several employees and has devised a schedule for the Correctional Administrator IIIs that assures twenty four hour, seven days a week coverage. This ensures that a Correctional Administrator III or higher ranking officer is present at all times to serve as Institutional Watch Commander.

The K-9 Office and Kennel has been completed and currently has five correctional officers assigned as tactical officers and one officer assigned as kennel master.

The K-9 Unit has answered numerous county calls over the past year and has assisted the local county sheriffs in many situations, ranging from searching confiscated vehicles to providing security at high school dances. The K-9 Unit has also participated in several chases resulting from CWC inmates leaving their work centers.

The Emergency Response Team has served as an intricate part of the institution's security functions and has received both formal and informal training. In addition to the bi-monthly training, the team has assisted the area Community

Work Centers by conducting shake-downs and contraband searches. The team is awaiting F.B.I. training in "Emergency Situations"; scheduled for late FY 92.

The institution has also developed a two officer Mobile Identification Team. This team assists the Central Mississippi Correctional Facility in the initial intake process of all new inmates in the southern section of the state.

A goal of SMCI for FY 92 is the construction of a guard station on the entry road. This guard station will be used to monitor the flow of traffic onto the institution and allow increase the confiscation of contraband. The security staff will also strive during FY 92 to maintain the high level of professionalism that has allowed SMCI to experience no escapes or serious assaults.

RECORDS

The Records Department mission is to promote a uniform information system on the prison population in keeping with the needs of the Department of Corrections, and Federal and State laws. The viability of the system is contingent upon the development of inmate master files, working files, and computer records on State prisoners.

Services of the MDOC Records Office include but are not limited to the development and maintenance of a master and computer record on each prisoner, tracking inmate entry, location change, exits from the facilities, and time computation. The Records Office ensures the timely release of prisoners by the agency. Records makes available to the courts, information and personal appearances of prisoners as required.

During FY 91, there were approximately 90,000 record transactions for an active case load of

12,000 files. The average case load per person is 550 records. During FY 91, cumulative admissions equaled 4091 and cumulative departures equaled 3795.

OFFENDER SERVICES/CLASSIFICATION

The mission of the Offender Services/ Classification Department is the collection, assimilation, evaluation and dissemination of data to be used by the Administration of the MDOC in making decisions concerning the care, custody, and control of inmates.

Services provided by this department include:

1. Admission, Orientation, and Initial Classification for newly arrived inmates and returning violators,
2. Investigate and thoroughly evaluate all input necessary in the reclassification of inmate(s) assigned to the MDOC, and
3. Identifies, prepares, and facilitates the transfer of those inmates, who by State Statute and institutional performance, warrant consideration for release programs.

The Case Management Department is responsible for the classification of inmates to various school and job assignments, individual and group counseling, writing progress reports, and other job related duties.

The Disciplinary Department is another important part of Offender Services. The Disciplinary Department helps to maintain control by punishing inmates who are guilty of institutional rule violations and vindicating those

who are innocent of alleged rule violations. The Disciplinary Department is necessary because it is the best way to administer justice according to uniform policy.

PROGRAMS

In an effort to provide the opportunity and motivation for inmate rehabilitation, the Mississippi Department of Corrections offers alcohol and drug treatment, educational courses, community based programs, outreach programs, an intermediate sanctions program and prerelease services.

ALCOHOL AND DRUG TREATMENT CENTER

The Alcohol and Drug Treatment Center, directed by Mrs. Mary Maxwell at the Mississippi State Penitentiary, provides inmates who have substance abuse problems a comprehensive program of treatment, awareness and motivation services which will influence a substance free, responsible lifestyle when released from prison.

During FY 91, 1046 inmates successfully completed the Thirty Day Primary Treatment Program and 697 inmates successfully completed the Extended Treatment Programs. Five hundred forty four participants completed the Treatment Program at Unit 7 (RID). Aftercare services were provided in 5 units and 7 CWC's: this total includes CMCf. Two thousand one hundred twelve inmates were screened and interviewed with results indicating 85% alcohol problems, 17% drug problems, and 30% both alcohol and drug problems. In-house statistics demonstrate a recidivism rate of eleven percent (11%) for inmates successfully completing treatment.

During FY 91, 134 female CMCf inmates successfully completed the program. Thirteen were discharged as unsuccessful.

INMATE EDUCATION PROGRAMS

The education of offenders within Mississippi Department of Corrections facilities consists of three aspects: 1) Adult Basic Education, which is intended to develop basic skills, i.e., reading, writing, math, and language in preparation for the possibility of taking the GED exam; 2) Vocational Education, which is for the development of a marketable skill, i.e., welding, carpentry; and 3) the Junior College Program, allowing inmates to participate in introductory and advanced classes offered at the institutions.

ADULT BASIC EDUCATION

The Adult Basic Education (ABE) Program is designed to develop basic skills in the language arts and in mathematics. A General Education Development (GED) Program is operated for the benefit of those students who have mastered the basic skills and who, by their classroom work, demonstrate the ability to pass a GED test. The basic educational program is designed to accommodate students with varying degrees of academic attainment. Grade placement ranges from kindergarten to twelfth grade. The program, which is structured, is open-end open-exit and is individualized. School enrollment is voluntary. GED graduates often further their education in the vocational program, college program, or through work experience in MDOC facilities.

Mississippi State Penitentiary -

The school year began with 391 students on roll. It is anticipated that 640 students will be added. The total served will be

be 1031. Student drops will be 623. The ending June 30, 1991, enrollment will be 408. GED testing results reveal that 110 students will receive their diploma.

The school receives a Chapter I grant for the education of Neglected and Delinquent Youth, ages 20 and under. This grant is for \$113,371. The school receives textbook money based on the Average Daily Attendance (ADA) of the Chapter I students. This amounts to \$1420.

Central Mississippi Correctional Facility - The CMCF Adult Basic Education (ABE) classes for females are funded through a grant from the Job Training Partnership Act (JTPA). One hundred percent of the two teacher's salaries and benefits are reimbursed by JTPA. The grant states that 100 inmates will be served during the fiscal year. The present enrollment is 60.

Participants are given the TABE to determine their academic level. Then they receive individualized instruction based on their level of functioning from Kindergarten to PRE-GED.

South Mississippi Correctional Institution - The ABE Program has a staff of four (4) and an approximate budget of \$15,000. During FY 91, 192 inmates were screened for the ABE program with 158 inmates actually enrolled in the program. Of this 158, 86 inmates completed the program.

VOCATIONAL EDUCATION

Vocational Education offers inmates a comprehensive post-secondary level education plan.

Programs include: Air-conditioning and Refrigeration, Auto Body and Fender Repair, Auto Mechanics, Brick/Block/Stone, Carpentry, Cooking and Baking, Diesel Mechanics, Horticulture/Catfish, Industrial Electricity, Machine Shop, Marine Maintenance, Plumbing/Pipefitting, Radio and Television Repair, Sheetmetal, Welding; and for female inmates Business and Office, Industrial Sewing, Machine Shop and Upholstery.

Testing methods vary amongst the institutions. All vocational programs are open-entry open-exit. Each program offered is individualized to be self paced and geared to the individual student's ability.

During FY 91, 1093 inmates were screened for MDOC Vocational Education Programs and 994 inmates were enrolled. Of this number, 383 were removed due to disciplinary or other reasons and 112 successfully completed the program.

LIFE SKILLS (CMCF)

The CMCF Life Skills Program is funded through a special grant from the Division of Vocational Education by the Carl Perkins Act. The program serves as a pre-release program for inmates who are approximately one year away from release. They receive instruction in: Cooking, Sewing, Value Clarification Skills, Family Life Skills, and General Household Duties.

The Life Skills Program works closely with the Center for Independent Learning to provide pre-release information to female inmates.

PARENTING PROGRAM (CMCF)

Adults in Correctional Centers are faced with putting their own lives back together and helping their children with problems at the same time. Participating in positive parenting courses, and working to be positive parents, helps with the task of parenting from a distance.

The Parenting Program is open to all female inmates at the Central Mississippi Correctional Facility. The target population is those females with children from birth to sixteen years of age. Inmates expressing interest in the program are referred by their case manager. Two group times have been established with twenty (20) inmates in each group. Meetings are held once a week with sessions lasting one and one half hours to two hours. Each attends class for eight weeks or until appropriate information is covered. Additional meetings are held as needed. Many topics relevant to personal problems as well as parenting problems are discussed. Guest speakers, handouts, and role plays are used to expand on topics and to stimulate participation. Sessions providing hands on experience using arts and crafts encourage inmates to interact with children. The Parenting Program has proved to be a positive endeavor for the Department of Corrections and has provided the successes female inmates need to make "doing time" more beneficial.

THERAPEUTIC PRE-RELEASE

The Pre-Release Job Assistance Program at the Mississippi State Penitentiary has as its primary purpose, the preparation of inmates to be successful in the world of work upon release. The program services and activities are designed to focus on improving the participant's employability, social, and human relations skills

in order to make them into productive citizens.

Services provided by Pre-Release are categorized into 9 major areas, those being:

1. Remedial Education; A computer based which is self paced with built-in pre and post tests.
2. Adult Literacy in the Workplace; Provides inmates with a minimum of fifty hours of classroom training geared toward workplace literacy.
3. Employability Skills Training; An open ended classroom activity which exposes participants to the world of work.
4. Counseling; This service allows the participants an opportunity to share with a professional in resolving occupational and personal conflicts.
5. Job Development; This task matches the inmate with an employer, which results in the inmate having suitable employment.
6. Transportation; This allows former inmates, who are in the program, assistance in reaching job interviews.
7. Resident Development; Assists the inmate in securing a suitable place to reside upon release.
8. Financial Assistance; Assists inmates in requesting release grants.
9. Follow Up; This service is performed during a ninety day period following release, to assist them with any problems.

During FY 91, with a staff of 15, Pre-Release served 650 participants. Six hundred of these successfully completed the program

and 488 or 75% were placed in jobs.

In the Adult Literacy Component, 157 participants were enrolled. There were 141 successful completions. The Adult Literacy Component received \$4650 above the normal allocation of State Department of Education, J.T.P.A. funds to purchase instructional materials and supplies. Of a total budget of \$429,534, \$309,534 were received through J.T.P.A. grants.

REGIMENTED INMATE DISCIPLINE (MALE)

Fiscal year 1991 marks the first year of operation by the RID Program (directed by Dr. Mike Whelan) of both units 4 and 7. As was projected, the program processed significantly more participants than in years past.

Nationwide, there has been a trend toward the development of "Boot Camp" programs with 21 programs operating in 17 states as of July, 1990. Another 17 states are currently planning/considering programs, which would bring the total number participating to 34. A National Institute of Justice Article further states, "They (boot camps) shake up the offenders, creating stress at a time when offenders may be particularly susceptible to outside influences. This is an excellent time for them to reevaluate their lives and change their thinking and behavior." (McKenzie, 1990)

This year, a five year recidivism study on RID inmates sentenced under the Earned Probation Statute in Mississippi yielded a 21%

recidivism rate: roughly half of the projected five year rate for the general population (Whelan, 1990). In addition to Individual Level Goals of less negative and more positive attitudes/behavior for participants (e.g., increased responsibility, maturity, self control, communication/self disclosure, accountability, motivation, and improved attitudes toward authority); System Level Goals strive to achieve 1) ease overcrowding, 2) to provide an alternative to long term incarceration, and 3) to improve cost effectiveness. Furthermore, the RID Program is highly effective in terms of Prison Control/Management and, not least of all, in the area of Public Relations.

All 20 Circuit Court Districts sentenced male offenders who completed participation in RID in FY 91. A total of 598 RID participants were processed through the program, 31 of which were terminated [placed in the general population] or not released due to non-compliance or being a poor risk for probation. That leaves 567 or 95% who successfully completed and were released from the program in FY 91.

From its inception in April, 1985 until June 1991, some 3030 participants have been sentenced to RID, 2826 of which have been processed. Of that 2826, 2585 or 91% have been released on supervised earned probation.

RID (FEMALE)

The CMCF RID Program for females no longer has a drill instructor. It is coordinated by Dr. Harold Bishop, Psychologist. The offenders are still required to march in a drill formation. The CMCF RID emphasizes work details and

education. Each offender who does not have a high school diploma or GED is required to attend Adult Basic Education classes. They are involved in group and individual counseling provided by the Case Manager and substance abuse counseling provided by Dr. Stanley Russell, Psychiatrist. Parenting Skills classes recently began with approximately 20 inmates.

FY 91 ended with 19 RID offenders. The total for FY 91 was 102. During FY 91, 4 were unsatisfactorily discharged from the program [placed in the general population].

PROJECT AWARE

Project Aware is directed by Ms. Cecelia Lusk at the Mississippi State Penitentiary and Ms. Jerry Fowler at the Central Mississippi Correctional Facility.

Project Aware serves a three fold purpose including: 1) the rehabilitation of inmates, 2) decreasing recidivism of juvenile delinquents and, 3) the prevention of alcohol, drug, and gang related activities among the state's youth. Rehabilitation is facilitated by providing inmates an opportunity to redirect their lives toward useful purposes. The MSP based Youth Court Program assists in reducing recidivism

among juvenile offenders by providing firsthand experiences with prison life. The program augments the modern correctional program through a statewide traveling alcohol/drug prevention program. Project Aware attempts to demonstrate the normally unseen potential for disaster which accompanies the use of mind altering substances.

During this Fiscal Year, the Project Aware Coordinator was named as "The Most Distinguished Support Professional of the Juvenile Justice System" by the Mississippi Juvenile Justice Advisory Committee for work with the Youth Court Probationers and the results due to the program's effectiveness.

The program has received the following media coverage during this reporting period: over 21 articles in state newspapers; over 12 news reports state wide television stations from Tupelo and the Gulf Coast; 3 radio interviews; the Drug Research and Education Association in Mississippi, Inc., (DREAM) featured two articles about Project Aware and used Project Aware for the cover of their nationally circulated annual magazine.

Statistics regarding the program are as follows:

Nature of Engagement	Number of Programs	Program Attendance
Outside Speaking Engagements.....	390.....	89,647
Youth Court (Inside).....	54.....	738
High Risk Youth (Outside).....	22.....	1,776
High Risk Youth (Inside).....	5.....	83
Total.....	471.....	92,244

RECREATION

The purpose of the Recreation Department is to provide indoor and outdoor activities for offenders housed by the Mississippi Department of Corrections. Activities provided include but are not limited to weight lifting, softball, basketball, horseshoes, board games, and movies. Activities which lend themselves to tournaments are often arranged in this manner within the institutions, with winners competing against staff and/or free world teams (where appropriate). Though participation in recreation activities is voluntary, it is estimated that eighty to ninety percent of eligible inmates are reached by this department.

At SMCI, there have been several inmate vs. staff and inmate vs. freeworld team competitions in basketball and softball. Plans are under way to schedule the Spirit Express Basketball Team to play the Inmate Varsity Basketball Team. The Recreation Department also sponsors an Annual Labor Day Fun Run with inmates and staff competing in a two mile run.

The administration and staff believe in the concept of allowing for recreational activities because such activities often serve as a tool for working off anxiety and aggression.

COMMUNITY WORK CENTERS

Community Work Centers (CWC's) are community based treatment units designed to provide a gradual, systematic reintroduction of an inmate into community life. The Department has 1233 beds in this category. Minimum risk inmates who have gone through an extensive screening process are placed in a CWC for the remainder of their sentence. Community Work Centers are important because they are less expensive to operate than a prison. The use of Community Work

Centers to house minimum risk inmates frees much needed prison bed space to house higher risk inmates.

The Community Work Centers are designed to facilitate the inmate's reentry into society. Programs available are alcohol and drug counseling, individual counseling, group counseling, recreation, religious programs, literacy classes, GED preparation, and limited college level courses.

Inmates assigned to CWC's are under supervision at all times. While in the centers, twenty four hour supervision is provided by the staff. While working, supervision is provided by the public agency.

Minimum custody inmates assigned to these centers provide labor at no cost to state, county, and city units of government. To demonstrate the successes of the Community Work Center Program, the following selected information about the Northern Area is provided.

It is estimated that the six CWC's in the Northern Area provided 756,000 hours of labor with a value of over \$3,000,000 to 25 municipalities, 8 counties, 29 state agency offices, and 10 federal offices in FY 91.

The units have maintained an average vacancy rate of 8% and have returned less than 15% to the institution. CWC's had an average of 62 inmates involved in Adult Basic Education, 65 inmates in GED classes, and 13 in alcohol/drug abuse counseling during each month of FY 91. During this reporting period 12 inmates completed college courses.

The most notable special project undertaken by CWC's in the Northern Area; amounting to 15,000 hours of inmate labor; were the clearing and repairing of storm damage and fighting advancing flood waters in Coahoma, Leflore, Sunflower, and Washington counties.

CHAPLAINS

The Chaplain's Offices play a vital role in the orderly and safe running of MDOC institutions. Chaplains are responsible for counseling with inmates who have experienced traumatic events (i.e., death of a family member) which may reduce one's capacity for dealing with external demands. The Chaplain's presence reinforces the efforts of other staff persons in maintaining inmate stability and furthering treatment.

MISSISSIPPI STATE PENITENTIARY

At the MSP there is 1 Chaplain for each 750 inmates. Services offered include: Study Groups, Worship Services, Counseling, Burial Arrangements (as dictated by circumstance), and Special Events. Statistical data for FY 91 is as follows:

Number of Services....	2,141
Inmate Attendance....	53,106
Inmate Counseled....	21,376
Families Counseled....	2,768
Faith Professions....	3,630
Church Sacraments.....	65
Religious Studies....	1,197
Scripture Portions...	78,132
Revivals Conducted.....	49
Emergency Suspensions...	225

Repairs have been completed on the Spiritual Life Center. The Spiritual Life Center suffered extensive fire and water damage on July 22, 1990. The Chaplains' Department raised \$17,000 for repairs and the structure was restored in 6 months.

CENTRAL MISSISSIPPI CORRECTIONAL FACILITY

Numerous functions were held to raise much needed money for the completion of the Chapel. The CMCF Chapel was officially dedicated on May 4, 1991, with visitors from around the state, several from other states, employees, and former "Captives for Christ" members attending. The department received numerous donations, with a total value estimated at \$55,042.26. Statistics regarding services provided are as follows:

Inmates Counseled....	21,952
Weekly Services.....	450
Service Attendees.....	43,750
Speaking Dates.....	109
Regular Volunteers....	1,790
One Time Volunteers....	135
Bible Studies.....	50
Special Events.....	18

SOUTH MISSISSIPPI CORRECTIONAL INSTITUTION

The Chaplain's Department at SMCI consists of one employee, i.e., the Director of Chaplaincy, Sister Kathleen Spurlin. The Department is responsible for worship services, scriptural studies, pastoral visitation, spiritual counseling, crisis counseling, family counseling, tutor training, tutor supervision, adult literacy program, special needs, emergency suspension preparation, volunteer recruiting, volunteer training, volunteer supervision, choir direction, music direction, and all the miscellaneous duties and tasks required to run these programs out of the Chaplain's Office.

Goals for the Chaplain's Department for FY 92 include: beginning construction of the SMCI Chapel; development of a pre-release program for residents re-entering society; and maintaining a steady growth in the SMCI church body.

The SMCI Chaplain's Department provided an average of 9 general population church worship services per month, averaging 65 residents per service. There were also approximately 20 special services offered to the general population such as workshops, seminars, revivals, and special musical services. Attendance varied from approximately 15 residents (marriage encounter seminar) to over 100 residents (Rock of Ages revival). The Department also provides for special groups to hold worship services, including Islamic, Church of Jesus Christ of Latter-Day Saints (Mormon), and Roman Catholic.

INTERNAL AFFAIRS

The mission of Internal Affairs is to investigate complaints of staff misconduct in a fair, thorough, and objective manner; utilizing MDOC Policy and Procedures, State and Federal Laws, and established investigative methods. Responsibilities also include investigating inmate misconduct, theft of state property, the gathering of intelligence for dissemination to the appropriate agency, control of contraband, and providing testimony in court and administrative hearings.

MEDICAL SERVICES DIVISION

The Medical Services Division is charged with providing medical, psychiatric, and dental care to the inmate population.

At the Mississippi State Penitentiary during FY 91, there were 29,561 patients seen during regular sick calls. A total of 1025 visits were made to the emergency room. Of these sick call and emergency room patients, 510 were admitted for further

treatment. The average length of stay for the 494 discharged patients was 19.5 days for a total of 11,097 days of patient care. The MSP hospital maintained an average occupancy rate of 54%.

The Central Mississippi Correctional Facility is the single reception and processing unit for adult offenders in the state. Each newly committed inmate receives a complete medical processing in about 5 days. CMCF also serves as the single female prison for the state.

During FY 91, CMCF provided 4317 intake physicals, 19,389 prescriptions, and 4317 psychological evaluations.

During FY 91, the South Mississippi Correctional Institution Infirmary has seen and treated a total of 9,156 inmates. Of these, 6,396 are Medical (5,888 SMCI and 508 CWC, County Jails, and Restitution Centers) and 2,760 Dental (2,345 SMCI and 415 CWC, County Jails, and Restitution Centers).

SMCI has contracts with George County Hospital, Perry County Hospital, Wayne General, and University Medical Center. The contract with Greene County Hospital expired during the fiscal year due to the hospital's closing. Out of the 9,156 inmates seen, only 329 were referred to contracted hospitals for special consultation, 304 as outpatients, 25 as inpatients, and 12 ambulance transports. The remainder were treated at the SMCI Infirmary.

The SMCI Laboratory and X-ray Department was kept very busy with a total of 1,405 lab test procedures and 1,349 X-ray procedures conducted during FY 91.

SUPPORT SERVICES

Support Services is composed of and responsible for the following areas: Post Office, Maintenance Department, Fire and Safety Inspector, Laundry, and also serves as liaison to Valley Foods, Inc., food service contractor.

At MDOC Post Offices all mail and packages must be inspected for contraband, processed, and delivered to the receiving parties. Money orders received are processed into the inmate's account.

Maintenance Supervisors generally oversee the areas of Electrical, Plumbing, Carpentry, and Automotive repair. The Maintenance Department's primary area of concern is the repair and preventative maintenance of buildings and equipment at the institutions and Community Work Centers. The Maintenance Department has been actively involved in new construction projects utilizing inmate labor at a cost savings to taxpayers. One highlight of this department is its ability to repair electronic systems associated with electric doors, gates, and control panels. Due to the expertise of the maintenance personnel, thousands of dollars in cost savings have been realized through rebuilding of electrical cards, rewiring and repair of electrical equipment.

Support Services continues to refurbish various state agency vehicles. It is hoped that a prison industry program will be developed at SMCI for refurbishing all types of state vehicles in order to save tax dollars and to

give inmates practical experience in various job skills associated with automotive engine repair, paint and body repair, and upholstery.

MDOC Fire and Safety Inspectors are responsible for weekly sanitation inspections, fire safety evaluation, and emergency operations planning. The Fire and Safety Inspectors serve as liaison officers for Worker's Compensation Claims and in some cases are also the designated property officer for an institution.

Support Services serves as liaison officer with Valley Foods, Inc. Assistance is given by Support Services in areas of budgeting, inmate classification matters, and security needs. Valley Foods has the food service contract to provide meals to inmates. Inmates assigned to the kitchen are supervised by Valley Foods.

The laundry is responsible for cleaning all inmate clothing, inmate linens, and linens needed in other areas of the institution.

The MSP Fire Department responded to 22 emergency calls in FY 91.

Two houses at SMCI were completed, using inmate labor almost exclusively.

At the Mississippi State Penitentiary, alone, there is 800,000 square feet of inmate housing space, 50,300 feet of gas line, 75,940 feet of water line, 104,544 feet of sewer line, 50 miles of power lines, and 70 acres of lagoon system.

Mail Received (excluding inmate packages).....over	795,920
Dollars Worth of Inmate Labor Used.....over	\$804,668
Tires/Tubes Repaired/Replaced.....over	384

PAROLE BOARD

As stewards of the public trust, the parole board is continually working to inform and educate the public about parole and provide avenues for input into the parole process to victims and other persons affected by parole decisions.

The quality of parole board decisions is greatly determined by the availability of information. The board is continually striving to enhance the investigative procedures of their staff and ensure that all information is presented in a concise and thorough manner. Well organized, factual information presented on a timely basis ensures that the members of the board have sufficient time to examine the material and render a proper decision concerning an individual's parole.

On days that the board is not in session or meeting with victims and families of inmates, the individual board member conduct pre-interviews with non-violent offenders in each of the state's three major institutions.

As a policy, the board reserves Mondays and Fridays to meet with victims and families of inmates. These meetings provide a forum for them to express their views and opinions with regard to an inmate's upcoming parole consideration.

ACCOMPLISHMENTS

The Parole Board developed and published a pamphlet for victims of crime explaining their rights and how to have input into the parole process.

The conditions of parole supervision were revised and updated. The new conditions are to be implemented in December of 1991.

The Board developed a pamphlet for inmates explaining how they should prepare themselves to meet the parole board. This pamphlet is scheduled for distribution early in 1992.

The board extended its education outreach program to include victims/witness coordinators from the state's district attorneys offices.

The coordination needed between inmate receiving and the parole office has been enhanced with regard to alleged parole violators.

Strides have been made in ensuring that alleged parole violators receive timely revocation hearings.

The board has instituted a revocation tracking system to monitor the frequency of drug and alcohol usage among parole violators and to determine whether drugs and/or alcohol were the primary motivation for the violation.

GOALS

1. Implement new conditions of parole supervision.
2. Distribute pamphlet about parole to inmates.
3. Produce and distribute pamphlet on "How to Succeed on Parole" to all outgoing parolees.
4. Be in a position to review first time eligible offenders one month prior to their statutory eligibility date.

The Parole Board is processing cases in a timely and just manner but always with the goal of ensuring the safety and well-being of the citizens of the State of Mississippi.

Parole Board Statistical Information For FY91

	Total Considered	Paroled	Percent Paroled*	Revocation Hearings	Total Board Actions
7/90	407	142	39%	23	446
8/90	357	142	43%	36	411
9/90	390	160	44%	68	469
10/90	358	138	40%	65	425
11/90	339	150	47%	55	400
12/90	362	137	42%	37	400
1/91	286	122	47%	41	354
2/91	278	109	43%	57	346
3/91	367	127	38%	59	440
4/91	377	131	37%	36	414
5/91	330	106	35%	39	377
6/91	366	102	30%	67	437
TOTAL	4217	1566	40%	583	4919

Parole Board Appropriation Budget - FY91

Personal Services	673,187.35
Travel	20,919.46
Contractual Services	33,365.00
Commodities	4,730.00
Capital Outlog - other	0
Capital Outlog - Equipment	1,840.00
Subsidies, Loans & Grants	0
Total	734,039.81

OUT OF STATE TRAVEL

In accordance with Paragraph 25-1-83 of the Mississippi Code of 1972 Annotated, the following out of state travel expenses have been listed.

Employee's Name	Destination	Purpose	Total Cost	Funding Source
A.S. Errington	Mobile, AL	Drug Training	\$ 116.00	2551
Carol Boone	Albany, NY	Nat. Corr. Trng.	814.18	2551
John Fancher III	Memphis, TN	Dng. Dog Trng.	129.20	2551
John A. Keel	Memphis, TN	Search-Rescue Trng.	132.42	2551
Thomas Wilkerson	Memphis, TN	Search-Rescue Trng.	58.00	2551
Joseph O'Hara	Lexington, KY	7th Corr. Symposium	410.76	2551
John Grubbs	Reno, Nevada	Probation/Parole	843.32	2551
Charles Bailey	Memphis, TN	Dng. Dog Trng.	129.20	2551
Otha M. Luke	Mont., Mobile, & Gulf Shores, AL	Ala. DOC	153.12	2551
William Robbins	Mont., Mobile, & Gulf Shores, AL	Ala. DOC	145.07	2551
Earl Jackson	Marion, IL	U.S. Prison	91.20	2551
Gale Churchwell	Memphis, TN	Dog School	95.21	2551
Douglas Smith	Memphis, TN	Search-Rescue Trng.	95.20	2551
Dr. A.M. Phillips	Denver, CO	TB Conference	755.39	2551
Lonnie Herring, Jr.	Albany, NY	Nat. Corr. Trng.	815.52	2551
James C. Mosley	Marion, IL	U.S. Prison	91.20	2551
Kathie Sears	Hot Springs, AR	SSCA Conference	198.11	2551
Ellis Stuart	Hot Springs, AR	SSCA Conference	359.40	2551
Steve Puckett	San Diego, CA	ACA Conference	783.31	2551
Gene Rowzee, Sr.	Washington, DC	ACFSA Conference	693.97	2551
Lee Roy Black	San Diego, CA	ACA Conference	962.14	2551
Gene Rowzee, Sr.	San Diego, CA	ACA Conference	929.09	2551
Walter Free	Memphis, TN	Pick up people at airport	61.50	2551
Earnest Boswell	Atlanta, GA	Unisys Seminar	88.61	2551
Allen Abels	Springfield, VA	Screening property	704.95	2551
Timothy Scott	Atlanta, GA	Unisys Seminar	91.63	2551
Bonnie Abels	Springfield, VA	Equipment MDOC	303.83	2551
Carmel Johnson	Memphis, TN	Pick up official visitor	25.00	2551
Tommy Hedgepeth	Atlanta, GA	Unisys Seminar	102.90	2551
Brenda Blanks	Hot Springs, AR	SSCA Conference	151.97	2551
Judith Dial	Kansas City	Cont. Education	485.43	2551
Marsha Vanlandingham	Mont. Mobile & Gulf Shores, AL	Ala. DOC	153.12	2551
Alphonso Carter	Hot Springs, AR	SSCA Conference	399.98	2551
Jo C. Bennett	Nashville, TN	Compact Adm.	709.84	2551
Linda Jett-Smith	Hot Springs, AR	SSCA Conference	155.01	2551

Employee's Name	Destination	Purpose	Total Cost	Funding Source
Lawanda Irby	Hot Springs, AR	SSCA Conference	139.50	2551
Kenneth Valentine	Hot Springs, AR	SSCA Conference	214.00	2551
Michael Parker	Atlanta, GA	AT&T Voice Comm.	788.35	2551
Fred Childs	Marion, IL	U.S. Prison	91.20	2551
William Parker	Marion, IL	U.S. Prison	81.20	2551
Greg Collins	San Antonio, TX	Locking System School	593.61	2551
Dallas Brown	Hot Springs, AR	SSCA Conference	261.00	2551
Kenneth Meadows	Hot Springs, AR	SSCA Conference	269.39	2551
Bobby Butler	Marion, IL	U.S. Prison	91.20	2551
Rayford Jones	Marion, IL	U.S. Prison	91.20	2551
Jessie Streeter	Marion, IL	U.S. Prison	91.20	2551
Chris Epps	Marion, IL	U.S. Prison	103.20	2551
Betty Jenkins	Hot Springs, AR	SSCA Conference	191.85	2551
William Robbins	Hot Springs, AR	SSCA Conference	213.35	2551
Martha Naron	Hot Springs, AR	SSCA Conference	335.75	2551
Gene Rowzee	Little Rock, AR	Buy kitchen equip.	223.15	2551
Joseph O'Hara	Hot Springs, AR	SSCA Conference	529.38	2551
Cecelia Lusk	Hot Springs, AR	SSCA Conference	287.58	2551
Dr. A.M. Phillips	Hot Springs, AR	Medical Conference	395.40	2551
L. Glenn Howell	Lake Ozark, MO	Deputy Warden Conf.	336.60	2551
Jo C. Bennett	Hot Springs, AR	SSCA Conference	115.50	2551
Marilyn A. Moering	Denver-Longmont Colorado	NIC Training	20.00	2551
Lawrence Kelly	Denver, CO	Training	22.00	2551
Clintis McCray	Denver, CO	Training	22.00	2551
Daniel McKittrick	Denver, CO	NIC Seminar	20.00	2551
Teddy Nichols	Denver-Longmont	NIC Seminar	17.00	2551
Robert Hughes	Denver-Longmont	Parole Seminar	34.00	2551
Aubrey Hopkins	Denver-Longmont	Parole Seminar	10.00	2551
R.T. Lumpkin	Gulf Shores, AL	Supervision Program	150.44	3556
Jo C. Bennett	Reno, Nevada	APPA Training	816.32	2551
Bobby Brown	San Antonio, TX	Locking System School	549.00	2551
Carol Arnold	San Diego, CA	ACA Convention	954.00	2551
James Darman	San Antonio, TX	Locking System School	799.15	2551
Chris Epps	San Diego, CA	ACA Convention	1,584.73	2551
Eddie Lucas	San Diego, CA	ACA Convention	1,192.92	2551
TOTAL			<u>\$23,879.95</u>	